

AFLOAT SUPPLY PROCEDURES

CHAPTER 5: MATERIAL EXPENDITURE AND SHIPMENT

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CHAPTER 5

MATERIAL EXPENDITURE AND SHIPMENT

Part A: MATERIAL EXPENDITURES

Section I: GENERAL

5000 INTRODUCTION

1. GENERAL. The expenditure of material is the act of removing from the activity's stock records a specific quantity of an item that was passed to another user/activity or disposed of in accordance with directives from higher authority. Expenditure also occurs when stock material is lost or no longer usable due to shelf-life restrictions or damage. This chapter will discuss the various types of expenditures and the procedures applicable to each.

2. TYPES OF EXPENDITURES. Expenditures of material are classified into four types as follows:

a. ISSUES. An issue is the physical act of turning over material by the supply department (either immediately upon receipt onboard or from supply department stocks) to the using shipboard department or supported unit as the result of a customer request. The term "issues" will not be used interchangeably with the term "transfers". Detailed issue procedures are prescribed in pars. 6205-6214.

b. TRANSFERS. A transfer is the movement of RFI material from the custody and records of a ship to the custody and records of another ship or shore activity.

c. SURVEY. Survey is the expenditure of material when it is lost, damaged, or unserviceable for some reason (NRFI and not economically repairable). Surveys are accomplished on a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL). When a FLIPL is approved, it becomes an expenditure document and will be assigned a serial number in the expenditure document series.

d. CASH SALES. Material expended to the following will be processed as a cash sale:

- (1) U.S. Air Force, Coast Guard and Army activities;
- (2) Military Sealift Command commissioned ships (APA and IQ cognizance material only);
- (3) Merchant vessels and nonmilitary aircraft;
- (4) Other U.S. government agencies;
- (5) Foreign naval vessels and military aircraft;
- (6) Foreign merchant ships and non-military aircraft

5001 EXPENDITURE DOCUMENT NUMBERING SYSTEM

Expenditure documents will be numbered in accordance with the Military Standard Requisitioning and Issue Procedures (MILSTRIP) numbering system. The document number consists of the service designator code, the ship's unit identification code (UIC), the four digit Julian date, and a four digit serial number (i.e. R52192-7013-0016). In SUADPS-RT, during the MRI process, issues to the activity's work centers will be assigned document numbers based on established SUADPS-RT logon profiles except for USID M activities which assign the document numbers manually. If the volume of expenditure documents or the location and size of physical facilities warrants, the Supply Officer, unless otherwise directed, is authorized to divide the serial numbers into separate blocks of numbers for assignment to categories, such as ordnance, food, ships store and clothing items, and all other expenditures. Expenditure document numbers will not duplicate document numbers assigned to requisitions unless the requisitions are for replacement DLR items (see par. 5002-3).

5002 EXPENDITURE RECORD LOG

1. GENERAL. The expenditure record log is used to control expenditure document number assignments and to provide a record of all expenditures (except issues to the activity's work centers and supported units). The expenditure record log will be divided into two segments as described below:

2. EXPENDITURES, EXCEPT FOR DLR ITEMS. This section of the expenditure record log will be maintained for recording all transfers, cash sales and surveys. Batch entries may be made for transfers generated by automated offload processing. If the ship assigns blocks of serial numbers as authorized in par. 5001, this segment will be subdivided to include a separate section for each material category. The serial numbers in each section will run consecutively throughout the fiscal year. The following information will be recorded in the Log for each expenditure:

- a. expenditure document number;
- b. department from which expended;
- c. shipped to;
- d. date shipped;
- e. material identification;
- f. remarks.

3. DLR ITEMS. This section will be maintained for recording all shipments of unserviceable DLR items. Document numbers in this section will duplicate document numbers assigned to the replacement requisitions. The following information will be recorded in this section of the Expenditure Record Log:

Material Expenditure and Shipment

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- a. Expenditure document number (same as replacement requisition Document number). The skeletonized DLR expenditure log entry will be made at the time of issue/reqn. This entry will be completed after shipment of the DLR carcass.
- b. Department from which expended,
- c. DOP or transshipping activity,
- d. Date shipped,
- e. Material identification,
- f. Remarks.

EXPENDITURE RECORD LOG, OTHER THAN DLRS

EXPENDITURE RECORD LOG					
EXPENDITURE DOC NUMBER	DEPT	EXPENDITURE SHIPPED TO	DATE SHIPPED	MATERIAL IDENTIFICATION	REMARKS
6176-0141	ENG	FISC SAN DIEGO	6176	VALVE, GATE 9C 4820-00-277-9545	IN EXCESS, WRONG ITEM RECEIVED
6180-0142	SUP	USS GANNET MSC-290	6180	UNDERSHIRTS, 9D 8420-00-543-6646	SHIPS STORE TRANSFER
6182-0143	SUP	SURVEY	6182	MISC, FRESH SUBSISTANCE	THROWN OVERBOARD AT SEA
6189-0144	GUN	SURVEY	6189	TYPEWRITER, UNDERWOOD, MAN 11-756572	CUSTODY CARD Q-74, TURN IN NSC PEARL
6196-0145	ENG	FISC PEARL HARBOR	6196	AIR COMPRESSOR	CHANGE IN ALLOWANCE
6196-0146	SUP	FISC PEARL HARBOR	6196	TYPEWRITER, UNDERWOOD, MAN 11-9565923	REFER GUN, SURVEY 0182-0144

EXPENDITURE RECORD LOG, UNSERVICEABLE DLRS

SHIPMENTS OF UNSERVICEABLE MTR ITEMS					
EXPENDITURE DOC NUMBER	DEPT	DOP OR TRANSSHIPPING ACTY	DATE SHIPPED	MATERIAL IDENTIFICATION	REMARKS
6193-5631	ENG	FISC SAN DIEGO	6194	VOLTMETER, SER 04681 7H6625-00-694-9273	CUSTODY CARD E39, MCC-H, REPLACEMENT ORDERED
6179-5680	GUN	FISC PEARL HARBOR	6180	RELAY ASSY 7H1420-00-830-6964	MCC-H, REPLACEMENT ORDERED FOR D.T.O.
6198-5903	OPS	FISC PEARL HARBOR	6197	TUBE 7H 3960-00-966-4918	MCC-G, REPLACEMENT ORDERED FOR STOCK

5003 EXPENDITURE INVOICE FILES

The expenditure invoice file will contain the original, or a copy when the original is required elsewhere, of each expenditure invoice prepared by the ship. Internal issue documents will not be included in the expenditure file. Expenditure invoices will be filed by expenditure document number; however, expenditure invoices for DLR items will be placed in a separate file from other expenditure invoices. The expenditure invoice file will be retained for three years after completion of expenditure action.

Section II: TRANSFER AND SALES**Subsection 1: AUTHORITY AND RESPONSIBILITY FOR TRANSFERS****5020 SUPPLY OFFICER'S RESPONSIBILITY**

As prescribed in OPNAVINST 3120.32 series (Standard Organization and Regulations of the U.S. Navy par. 328), material transfer is one of the general duties of the Supply Officer. Therefore, unless otherwise directed by the Commanding Officer, the Supply Officer or designated assistant Supply Officers will be responsible for approving proper transfers of: consumables; equipage; repair parts; inert nuclear weapons material and associated test and handling equipment, tools and consumables; ships store and retail clothing stock; food items; and medical and dental supplies (SAC 207 ships only). Although such responsibility need not be delegated in a Commanding Officer's letter, it should be specified in the Ship's Organization and Regulations Manual (SORM). Prior to transfer of material (other than unserviceable or excess items) to another activity, the Supply Officer or his designated assistants will ensure that it is not currently needed by the department(s) that normally use it. In the absence of the Supply Officer or his designated assistants, material transfers may be approved by the Duty Supply Officer or the Command Duty Officer, as prescribed in the SORM.

5021 OTHER DEPARTMENT HEADS

Department heads, other than the Supply Officer, are not authorized to transfer stock or operating space material in their custody. When transfer of such material is appropriate (e.g., it is excess, unserviceable, or required by another activity), the custodial department head is responsible for turning it in to the Supply Department for documentation and transfer. Upon request, other department heads also are responsible for advising the Supply Officer of any existing or prospective need they may have for RFI material being considered for transfer.

5022 AUTHORITY FOR TRANSFER OF REQUESTED MATERIAL

1. GENERAL. Transfer of material requested by another activity will be made only upon receipt of an official request document (e.g., requisition, letter, message).
2. MAINTENANCE ASSISTANCE MODULE (MAMs). MAMs may only be transferred upon approval of the cognizant Type Commander.

Subsection 2: TRANSFER TO FORCES AFLOAT**5035 TRANSFER PROCEDURE FOR END USE MATERIAL**

1. NSA TYPE MATERIAL. Transfers between ships of the same Type Commander are nonchargeable transactions; however, the value of such transactions will be included in the "B" summary of the transferring ship. Transfers between ships of different Type Commanders are chargeable transactions and the value of such transactions will be included in the "A" summary of the transferring ship. All inter ship transfers will be documented in accordance with par. 5036.

Whether transfers are between ships of the same or different Type Commanders, the OPTAR of the transferring ship will not be credited; however the value of such transfers may be used to support a request for an OPTAR augmentation from the Type Commander.

2. APA TYPE MATERIAL. Inter ship transfers of APA type material are nonchargeable transactions which are not required to be summarized; however, such transactions are required to be documented in accordance with par. 5036.

3. MARINE CORPS. Transfers of material to Marine Corps organizations ashore, other than those submitting NSA stores return, will be covered by a DD Form 1348-1A and will be included in the "A" summary of the transferring ship.

5036 DOCUMENT PREPARATION

1. GENERAL. Transfers between forces afloat normally are made on the DD Form 1348 prepared and submitted by the requesting ship in accordance with par. 3024, with additional entries made by the transferring ship as shown in the following subparagraph. When the requesting ship submits a request by a method other than a DD Form 1348, the transferring ship will prepare a DD Form 1348-1A in accordance with par. 5036-3.

2. DD FORM 1348. When a DD Form 1348 is used to request an inter ship transfer it will be prepared in accordance with par. 3024; However, the transferring ship must add the following data (see sample on following page):

Data BlockEntry

- | | |
|-----|---|
| L-S | 1. "Approved for transfer"; and the name, rank/grade, and signature of the person authorized to approve the transfer. |
| | 2. Expenditure invoice number. |
| T | Current Unit Price (on hard back copy). |
| U | Total Price (on hard back copy). |
| V | "COST CHARGE ONLY" if applicable to APA type material. |

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Material Expenditure and Shipment

EXAMPLE OF DD FORM 1348 FOR INTERSHIP TRANSFER

DOC. IDENT.		ROUT. IDENT.		M & S		FSC		NIIN		ADD		UNIT OF ISSUE		QUANTITY		REQ. REQUISITIONER		DATE		SERIAL		SUPPLEMENTARY ADDRESS		FUND		DISTRIBUTION		PROJECT		PRIORITY		REQ. DEL. DATE		ADV. STAT.	
SEND TO:																REQUISITION IS FROM:																			
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5037 DOCUMENT DISTRIBUTION

1. DD FORM 1348. When the requesting ship submits a DD Form 1348 for an inter ship transfer of material, the copies received will be distributed as follows:

<u>Copy</u>	<u>Disposition</u>
Original	Retained by transferring ship. Filed in expenditure invoice file after required posting has been accomplished.
Green	Holding File #1 of requesting ship if material is chargeable to ships OPTAR (i.e., more than one Type Commander involved).
Pink	Held by transferring ship to support retained summary, if applicable to chargeable material.
Yellow	Retained by transferring ship to support summary. Submitted to DFAS or discarded if applicable to nonchargeable material.
White	Returned to requesting ship if receipt (see par. 4116) signature is required.
Hardback	Material Outstanding File of requesting ship.

2. DD FORM 1348-1A. Upon receipt of a DD Form 1348 or NAVSUP Form 1250-1 from another ship, the transferring ship prepares a DD Form 1348-1A to document an intership transfer of material. Distribution of the copies will be as follows (see par. 8323-3 for distribution pertaining to DLR items):

<u>Copy</u>	<u>Disposition</u>
Original	Retained by transferring ship. Filed in expenditure invoice file after required posting has been accomplished.
2 and 3	Forwarded to requesting ship with material.
4	Retained by transferring ship. Attached to retained copy of summary; or discarded if applicable to APA type material.
5	Retained by transferring ship to support summary; or discarded if applicable to APA type material.
6	Attached to the original in the expenditure invoice file of the transferring ship after receipt signature has been obtained, or discarded, if receipt signature is not requested.

Subsection 3: CASH SALES**5040 AUTHORITY FOR CASH SALES**

The authority to transfer material by cash sale method is provided by Navy Regulations and NAVCOMPT Manual Volume 8. These publications should be consulted whenever questions arise concerning the cash sale of material.

5041 SALES TO U.S. GOVERNMENT ACTIVITIES AND ORGANIZATIONS.

1. GENERAL. With the approval of the Commanding Officer, transfers of material may be made to the Army, Air Force, Coast Guard (except cog F and S material requests will be forwarded to NAVSEA), Military Sealift Command commissioned ships (APA and 1Q cognizance material only), and other U.S. government agencies. Prior to transfer of material, an official order or requisition signed by proper authority must be received from the requesting activity. The order or requisition will provide the appropriation of the department to be charged and the fiscal office from which reimbursement is to be obtained.

2. FUELS AND LUBRICANTS. Navy and Marine Corps activities issuing aviation fuel and lubricants to other government department's aircraft will use the DD Form 1348-1A and will include the following information:

- a. aircraft type, model, and serial number;
- b. major command to which the plane is assigned;
- c. grade, quantity, standard price, total value, and date the product was issued;
- d. name, rank, serial number, and signature of the pilot, co-pilot, or crew-chief.

5042 SALES TO MERCHANT VESSELS

Sales to merchant vessels in distress may be made when naval supplies can be spared. Written approval by the Commanding Officer of the selling ship is required on the requisition with a certification of circumstances that require the transfer. The invoice will show the name and address of the firm owning and operating the vessel, and the Navy appropriation, subhead and operating budget creditable with the proceeds of the sale. A receipt in duplicate will be obtained from the master or purser of the ship on the invoice.

5043 SALES TO FOREIGN NAVAL VESSELS AND MILITARY AIRCRAFT

1. GENERAL. Navy Regulations Article 0749 authorizes the sale of supplies or services to naval vessels and military aircraft of friendly foreign governments. The Commanding Officer of the selling activity must approve the sale in writing and certify the circumstances that required the sale. The following material and services are authorized to be sold or furnished on a reimbursable basis (without an advance of funds) when in the best interest of the United States:

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- a. routine port services in territorial waters of the United States or in waters under United States control including pilotage, tugs, garbage removal, line handling, and utilities;
- b. routine airport services including landing and take off assistance, use of runways, parking and servicing;
- c. miscellaneous supplies including fuel, subsistence, repair parts, and general stores but not including ammunition (subject to approval of the cognizant Fleet or Force Commander when provided overseas);
- d. subject to the approval of the Chief of Naval Operations in each instance, overhauls, repairs and alterations together with necessary equipment and its installation required in connection therewith.

5044 SALES TO FOREIGN MERCHANT SHIPS AND NON-MILITARY AIRCRAFT

Navy Regulations Article 0629 authorizes the senior officer present to furnish assistance and repairs to distressed ships and aircraft of foreign states at peace with the United States. The sale of fuel, oil, equipment, mechanical services and other assistance to any aircraft by reason of an emergency is authorized. Additionally, the services authorized in par. 5043 may be issued in an emergency.

5045 NATO STANDARDIZED AGREEMENT

The Standard Procedures For Services Rendered And Supplies Transferred Between NATO Navy (STANAG 1062) provides for the rendering of services and the sale of supplies as listed in par. 5043 between the Naval Forces of NATO Nations. The agreement is effective during wartime and during peacetime NATO exercises. Under the terms of this agreement, the forms to be used for demand and issue will be those of the host Navy. In addition, bilingual "NATO Navy" Standard Requisition and Invoice Forms will be completed. Fleet, force and Type Commanders are authorized to approve transactions under this agreement as appropriate.

5046 CASH COLLECTED LOCALLY

1. GENERAL. Cash will be collected locally when possible and a DOD Requisition and Invoice/Shipping Document (DD Form 1149) will be prepared. The DD Form 1149 will contain the following information without exception:

- a. appropriation and subhead;
- b. one of the following cash sale customer codes (for additional information refer to NAVCOMPT Manual, paragraph 028302-3):

<u>Source</u>	<u>Code</u>
Foreign Governments	1003
Nonappropriated Fund Activities	1004
Private Parties	1005
Commissary Stores (Cash Sales)	1006

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<u>Source</u>	<u>Code</u>
Ships' Stores (Cash Sales)	1007
Department of Interior	1400
Department of State	1900
Department of Army	2100
General Services Administration	4700
Department of Air Force	5700
Department of Transportation	6900
Department of Health, Education, and Welfare	7500
Department of Defense	9700
Other Non-Department of Defense Agencies	9900

- c. operating budget holder;
- d. organization to which the material is sold and a receipt signature;
- e. document number in the units expenditure series;
- f. name, ship and symbol number, and signature of the Disbursing Officer acknowledging receipt of the cash;
- g. accounting period in which the collection will be reported by the Disbursing Officer.

2. DD FORM 1149 DISTRIBUTION. Upon completion of the sale, the DD Form 1149 will be distributed as follows:

- a. the original and three copies of the DD Form 1149 will be sent to the Disbursing Officer;
- b. one copy of the DD Form 1149 will be included with the next monthly financial reports then filed with the retained report;
- c. one copy will be placed in the Expenditure Invoice File;
- d. One copy will be provided to the customer;
- e. for SUADPS-RT activities - one copy will be processed through SUADPS-RT and placed in the Stock Control History File.

5047 CASH NOT COLLECTED LOCALLY

1. GENERAL. When it is not possible to collect cash locally, a DOD Requisition and Invoice/Shipping Document (DD Form 1149) will be prepared and will contain the following information without exception:

- a. name of the department, bureau, office, or branch, and specific activity to which the material was sold;
- b. name and address of the fiscal office or commercial firm from which reimbursement is to be obtained;

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- c. date and number of the request placed by the ordering activity;
- d. appropriation symbol data of the department which will bear the cost (not required for sales to foreign governments and commercial or private organizations);
- e. receipt signature of a responsible representative from the receiving activity/organization;
- f. Navy appropriation, subhead, operating budget, unit identification, and fund code to be credited (cite issuing ship's locally assigned document number and accounting data).

2. DD FORM 1149 DISTRIBUTION. Upon completion of the sale, the DD Form 1149 will be distributed as follows:

- a. the original and three copies (original and one copy signed by consignee or person receiving merchandise) will be mailed to the Naval Inventory Control Point, Code 0142, 5450 Carlisle Pike, PO Box 2020, Mechanicsburg PA 17055-0788 on the day the sale is completed, each DD Form 1149 will be listed separately on a letter of transmittal showing the invoice/requisition number and amount;
- b. one copy of the DD Form 1149 will be included with the next monthly financial reports then filed with the retained report;
- c. one copy will be placed in the Expenditure Invoice File or Proof of Delivery File;
- d. One copy will be provided to the customer;
- e. for SUADPS-RT activities - one copy will be processed through SUADPS-RT and placed in the Stock Control History File.

5048 CASH SALE SHIPMENTS

When receipt signatures cannot be obtained due to geographic limitations, material will be shipped by certified mail with return receipt requested. The certified mail number will be indicated in block 2 of the DD Form 1149. Copies of all outstanding and completed certified mail shipments will be retained in the Expenditure Invoice File as backups for challenged billings.

5049 SERVICES NOT CHARGEABLE

Routine port and airport services may be furnished at no cost to the foreign government concerned where such services are provided by the United States Naval personnel and equipment without direct civilian labor or material costs to the Navy. When furnishing routine port services to naval vessels of an allied country, such services may be furnished without reimbursement if such services are provided under an agreement that provides for the reciprocal furnishing by such country of routine port services to naval vessels of the United States without reimbursement. Confirmation as to whether a foreign country has a reciprocal port services agreement can be obtained from CNO OP-412, DSN 225-2943 or commercial (703) 695-2943.

Subsection 4: EXCEPTIONS FOR SPECIAL MATERIALS**5051 CHRONOMETERS**

The turn-in of chronometers will be documented in accordance with procedures set forth in pars. 8320-8325.

5052 SPECIAL CLOTHING

1. TRANSFERS TO OTHER SHIPS. Special clothing will not be transferred to other ships without the approval of the Commanding Officer. The transfer will be documented on a DD Form 1348-1A.
2. TRANSFERS TO STORE ASHORE. Special clothing will be turned in ashore when articles or quantities of articles are on hand which are in excess of the ship's authorized allowance. The turn-in/shipment will be documented on a DD Form 1348-1A.

5053 CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) CLOTHING

1. DEFECTIVE CBR CLOTHING. CBR clothing determined to be defective upon receipt or upon subsequent inspection prior to expiration of normal shelf life (10 years from impregnation date) will be reported as defective material in accordance with par. 4274.
2. EXCESS CBR CLOTHING. When new or unused clothing is discovered to be in excess of allowance, it will be turned into the nearest supply activity ashore. A DD Form 1348-1A memorandum (no price) invoice will be prepared to document the turn-in/shipment. The following statement will be placed in the "Remarks" section: "NEW OR UNUSED IMPREGNATED CLOTHING IN EXCESS OF ALLOWANCE."
3. OVERAGE CLOTHING. CBR clothing over 10 years old will be considered for use in training operations or turned in to the nearest supply activity ashore for disposal. The clothing should not be burned. Residual material from combustion of the impregnated clothing includes zinc chloride, a defoliant which could destroy plant life in adjacent areas.

5056 PRECIOUS METALS RECOVERY PROGRAM

1. COLLECTION, RECOVERY, AND PROCESSING OF PRECIOUS METALS. Under the Defense Logistics Agency, the Defense Reutilization Marketing Precious Metals Recovery Office—Earle (DRMPMRO-3), Naval Ammunition Depot, Earle, Colts Neck, NJ is responsible for programs associated with the collection, recovery, and processing of precious metals.
2. COLLECTION OF XRAY FILM, PHOTOGRAPHIC FILM, ETC. Fleet units will collect exposed or outdated X-ray film, photographic film, oscillograph paper, and dental scrap, as well as recorded silver from fixing and stabilizing solutions for photographic or oscillograph paper, for turn-in to the servicing Defense Reutilization and Marketing Office (see NAVSUPINST 4570.23 series).

Subsection 5: MATERIAL TURNED-IN TO STORE ASHORE**5066 TRANSFER PROCEDURE AND CREDIT POLICY**

1. GENERAL. Supply support in a changing environment creates the need of a process by which consumer returns of unneeded material can be screened for further use. Turn-in of material from consumers to Navy stock points requires that activities turning in material be given credit for turn-ins as appropriate. Navy material returns to stock points have traditionally been called Material Turned-In to Store (MTIS) since stock points carry material in stores accounts. MTIS primarily exists to take RFI turn-ins from customer activities and return them to stock to meet other Navy requirements. Each transfer will be approved by the Supply Officer and entered in the expenditure record log. MTIS transactions do not include transfer of material to disposal or the transfer of DLR items in NRFI condition since such items must be sent to the Designated Support Point (DSP)/Designated Overhaul Point (DOP) support activity listed in FEDLOG as specified in pars. 8320-8325. MTIS is primarily for the return of excess RFI material to stock. It may also be used to return erroneous issues by the stock point (see par. 4271) or to obtain needed repackaging/re-preservation with prior arrangement with the stock point (normally with Customer Services). Large numbers of turn-ins should be coordinated in advance to permit automated pre-interrogation and reduce workload.

2. CREDIT. Credit for turn-ins is given to the Type Commander allotment indicated by the fund code on the expenditure/transfer document in accordance with the inventory managers' authorized stocking levels. Credit cannot be given for the following:

- a. Appropriation Purchase Account (APA) - Free Issue Items.
- b. Material transferred to MTIS without being identified to a NSN including NICN (see par. 2033) and Commercial And Government Entity (CAGE) (see par. 2073)/Part number.
- c. Material Transferred (turned-in) to MTIS with an extended money value of \$100 or less due to the cost of processing such credits. CLF (see par. 1067) Stores Ships having stock held in Special Accounting Class 207 may grant credit for RFI turn-ins if the material is needed to fill deficiencies in the range of materials carried on the stores ship.

5067 PREPARATION OF TURN-IN DOCUMENT

Except as otherwise provided in par. 4271, turn-ins of RFI material to store ashore will be accomplished by use of the Issue Release/Receipt Document (DD Form 1348-1A). DD Form 1348-1A for inert nuclear weapons material shall be prepared in accordance with Navy SWOP 100-1A. The following format is used for preparation of DD Form 1348-1A:

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<u>Card columns</u>	<u>Entry</u>
1-3	Document Identifier (blank for 7 COG).
23-29	Unit of Issue and quantity
52-53	Fund code normally used to requisition the same type of material. For SUADPS-RT - applicable SAC 207 fund code or if the material is not carried on the BMF, the applicable end-use fund code.
55-56	Applicable cognizance symbol.
62	Precious metals indicator (disposal only).
63	ADP equipment code (disposal only).
71	Appropriate Supply Condition Code (see Appendix 10Q)
72	Enter "C" if a credit is being requested and enter "MTIS Credit (enter specific TYCOM) as appropriate" in block 27 for DLRs.
73	Material control code.
74-80	Current unit price listed in FEDLOG or for SUADPS-RT unit price from BMF.
<u>Data Block</u>	<u>Entry</u>
1	Total price (quantity x unit price).
2	Ship's service designator code and UIC.
3	Service designator code and UIC of the activity to which the material is being transferred.
17	Noun name of the item. Also the CAGE and part number if no NSNs or NICN is indicated in cc 8-20. Serial number should be cited for reactor plant components with 2S Cog/X1 SMIC NSNs' (see par. 5079.)
24	Ship's service designator code and UIC; Julian date of the turn-in; and a serial number from the ship's expenditure record log.
25	NSN, including SMIC, if applicable (see par. 2033 for items identified by a NICN).
26	Unit of Issue, quantity, supply condition code, cognizance symbol and unit price
27	Ship's service designator code, UIC, name, hull number and address.
27	Service designator code, UIC, name and address of the activity to which the material is being transferred.
27	Demilitarization code.
27	Shelf-life code and shelf-life action code.
27	Storeroom locations.

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Data Block

Entry

- 27 Additional data as required. If classified, enter "C" for confidential; "S" for secret; "T" for top secret. (When a security code is used, all the consignees' copies of the DD Form 1348-1A will be placed inside the container, except when large classified items are shipped, the documentation may remain outside provided that there is a continuous chain of receipts until the material and documentation are turned over to receiving personnel at their destination.)
- 27 "Credit Requested" when material being turned-in qualifies for credit as outlined in par. 5066.
- 27 MTIS credit (7 _ COG only).
- 27 "Approved for transfer:" and name, rank/grade, and signature of the person authorized to approve the transfer (see par. 5020.)

TURN-IN DOCUMENT

1. DD FORM 1348-1A, JUL 91	2. ISSUE RELEASE/RECEIPT DOCUMENT	3. NATIONAL STOCK NO. & SUFFIX (30-44)	4. DOCUMENT NUMBER	5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS
10. QTY. REC'D	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL	16. FREIGHT CLASSIFICATION NOMENCLATURE		
17. ITEM NOMENCLATURE								
SWITCH, PRESSURE								
18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE					
22. RECEIVED BY				23. DATE RECEIVED				

1. DD FORM 1348-1A, JUL 91	2. ISSUE RELEASE/RECEIPT DOCUMENT	3. NATIONAL STOCK NO. & SUFFIX (30-44)	4. DOCUMENT NUMBER	5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS
10. QTY. REC'D	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL	16. FREIGHT CLASSIFICATION NOMENCLATURE		
17. ITEM NOMENCLATURE								
SWITCH, PRESSURE								
18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE					
22. RECEIVED BY				23. DATE RECEIVED				

24. NATIONAL STOCK NO. & SUFFIX (30-44)	25. DOCUMENT NUMBER	26. ISSUE RELEASE/RECEIPT DOCUMENT	27. ADDITIONAL DATA
V03368 6222 0044	5930 00 000 0017	EA 00001 A 1R 0000250	<p>Ship From: V03368 USS NIMITZ (CVN-68) FPO AE 01234-5678</p> <p>Locations: ABA123, CBC101, XYZ890, FCU122</p> <p>Remarks:</p>

Ship To: N00189 FISC NORFOLK NORFOLK, VA 12345	SMIC: X3	Approved For Transfer: <i>I. L. Garner</i> I.L. GARNER, LT, SC, USN	DEMIL:
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5068 DISTRIBUTION OF TURN IN DOCUMENTS

1. GENERAL. Copies of the DD Form 1348-1A will be distributed as follows:

<u>Copy No.</u>	<u>Use</u>
1	Retain for proof of shipment or turn-in. File in ship's expenditure invoice file. When proof of receipt signature is required, it will be obtained at the time the material is turned in (e.g., transfer of small arms).
2,3	Consignee - place inside container with material. In the event material is shipped in its original storage container which never has been opened, the container will not be opened for the sole purpose of inserting the consignee copies. In this instance, the No. 2 and 3 copies will be placed in a waterproof envelope with the No. 4 copy.
4	Consignee. For unclassified material, place in a waterproof plastic envelope securely attached to the outside of the No. 1 shipping container, or mail to the consignee if the document applies to small arms. For classified material, place with the No. 2 and 3 copies inside the container with the material. (When large classified items are shipped, the documentation may remain outside provided that there is a continuous chain of receipts until the material and documentation are turned over to the receiving personnel at their destination.)
5	(a) Forward to the Navy Regional Finance Center, Washington, DC, if material is transferred to Marine Corps organizations or other government departments. (b) Forward to Commanding Officer, Naval Weapons Support Center, Crane, IN 47522 (Code 70) if shipment of small arms is involved. See par. 5075 for required entries and par. 7106 for shipping guidance. (c) Forward to Commander, Naval Sea Systems Command, Washington, DC 20360 when major ordnance equipment is turned in (see par. 5077). (d) Forward to Commander, Naval Sea Systems Command, Code 08H, Washington, DC 20362 when 2S/X1 reactor plant components are turned in (see par. 5079). (e) Retain for internal use if required, otherwise discard.
6	This copy may be used as "Tickler" copy in the expenditure invoice file in those cases where a stock receipt signature is required on the number 1 copy.

5069 INTERNAL RECORD PROCEDURES

The activity receiving the transferred material will initiate appropriate allotment and accounting action; therefore, no reporting (summarizing) is required by the transferring ship. The transfer will not be recorded in the ship's OPTAR record; however, the Type Commander will receive any credit allowed by the stock point. Although transfers have no impact on the transferring ship's OPTAR, large dollar value transfers may be used as a basis for requesting an OPTAR augmentation from the Type Commander.

5070 PREPARATION OF MATERIAL FOR TURN-IN

1. GENERAL. Material turned into store ashore must be identified, tagged, and marked accurately to permit the receiving activity to process and grant credit, when applicable, to the Type Commanders' operating budget. Ships will observe the following rules when turning in material:

- a. Copies of the turn-in document will be distributed as prescribed in par. 5068 (If more than one container is used for the material listed on the turn-in documents, the turn-in documents will be attached to the container number 1);
- b. Material classified as depot level repairable or cryptographic will not be packed with other items;
- c. Radioactive material will be plainly marked with proper labels and segregated from other material being turned-in;
- d. NRFI repairables (other than DLRs) will be in accordance with pars. 8320-8325;
- e. Unserviceable DLR material will be in accordance with pars. 8320-8325;
- f. Material fit for reissue, but not identified with a national stock number, will be separated physically from other material being turned-in;
- g. Material having scrap value (determined by survey) will be segregated from other material and documented in accordance with par. 5105. Material containing reclaimable precious metals shall be directed to an authorized recycling activity as authorized in par. 5056;
- h. Heavy items will not be packed with delicate or small items;
- i. Material with an extended line item value of \$100 or less will be segregated physically to facilitate handling by the receiving activity;
- i. Containers with only one item included will be marked with the stock number of the item;
- j. All narcotics (morphine) and pyrotechnics (flares) will be removed from life rafts prior to shipment or turn-in;
- k. All dry cell batteries will be removed from battery powered equipment prior to shipment or turn-in;

➔ l. No GSA material will be turned-in directly to a General Services Administration (GSA) store or GSA depot. All GSA material will be processed under MILSTRIP material returns procedures. GSA managed items will be identified as 9Q COG and turned-in to the designated MTIS location such as the local Navy Activity or Defense Depot. Credit, if applicable, will be given per paragraph 5066.

2. SAFES AND SAFE LOCKERS WITH COMBINATION LOCKS. When safes or safe lockers with combination locks are turned in to store or transferred to another ship, the combination for each item being transferred will be reset to 50-25-50. A tag containing the combination will be affixed to each item, or the combination will be marked on the exterior.

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1. TURN-IN DOCUMENT. When it is necessary to off load ammunition from fleet units a separate DD Form 1348-1A will be prepared for each NSN of ammunition to be turned-in. When using the DD Form 1348-1A for this purpose, it will be prepared as described below, using only those spaces and blocks indicated and leaving all others blank (see sample on following page).

<u>Card columns</u>	<u>Entry</u>
23-29	Unit of Issue and quantity
55-56	Applicable cognizance symbol.
57-59	Project code (see Appendix 6) when directed by higher authority, otherwise blank.
71	Appropriate Supply Condition Code (see Appendix 10Q)
74-80	Current unit price listed in FEDLOG or for SUADPS-RT unit price from BMF.

<u>Data Block</u>	<u>Entry</u>
1	Total price (quantity x unit price).
2	Service designator code and UIC of ship turning in material.
3	Service designator code and UIC of the activity to receive material.
17	Noun name and amplifying nomenclature, such as mark and modification.
24	Document number constructed as described in par 5001.
25	National stock number.
26	Unit of Issue, quantity, supply condition code, cognizance symbol and unit price
27	Service designator code, UIC, name, hull number and address of ship turning in material.
27	Service designator code, UIC, name and address of the activity to receive material.
27	Department of Defense Identification Code (DODIC) or Navy Ammunition Logistics Code (NALC).
27	Lot and serial numbers of ammunition, if required. Lot or serial number and quantity by lot will be shown on all copies. Locator information of shipper will be annotated on last two copies only, leaving copies to be forwarded to receiving activity free for annotation of location information at that activity.
27	UIC of activity to be credited (if applicable) and appropriate fund code (if applicable).

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Data Block

Entry

- 27 May be used in addition to blocks V and Y for list of serial number information and amplifying instructions or remarks, such as security restrictions on shipments.
- 27 Additional data as required. Blank if material is unclassified. If classified, enter "C" for confidential; "S" for secret; "T": for top secret. When a security code is used, all the consignee copies of the DD Form 1348-1A will be placed inside the container.
- 27 "Approved for transfer:" and name, rank/grade, and signature of the person authorized to approve the transfer (see par. 5020.)

AMMUNITION TURN-IN DOCUMENT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
COG FROM										QUANTITY										SUPPLEMENTARY ADDRESS										DISTRIBUTION										PROJECT										UNIT PRICE										1. TOTAL PRICE										2. SHIP FROM										3. SHIP TO																			
EA 00500										2T										H										0000022										0011000										V20001										N00109																																							
V20001 4204 8115										1305 00 034 8468										EA 00500 H 2T 0000022										5. DOC DATE										6. NMFC										7. FRT RATE										8. TYPE CARGO										9. PS																													
24. DOCUMENT NUMBER & SUFFIX (30-44)										25. NATIONAL STOCK NUMBER & ADD (8-22)										26. ISSUE RELEASE/RECEIPT DOCUMENT										10. QTY. REC'D										11. UP										12. UNIT WEIGHT										13. UNIT CUBE										14. UFC										15. SL																			
16. FREIGHT CLASSIFICATION NOMENCLATURE										17. ITEM NOMENCLATURE										18. TY CONT										19. NO CONT										20. TOTAL WEIGHT										21. TOTAL CUBE																																																	
22. RECEIVED BY										23. DATE RECEIVED										24. APPROVED FOR TRANSFER										25. SIGNATURE										26. RANK/GRADE										27. TITLE																																																	
Ship From:										Ship To:										Approved For Transfer:										1. L. Garner										I.L. GARNER, CDR, SC, USN										SUPPLY OFFICER																																																	
V20001										N00109										USS MOUNT WHITNEY (LCC-20)										NAVAL WEAPONS STATION										YORKTOWN VA 12345																																																											
FPO AE 01234-5678																																																																																																			
Remarks: DODIC: A250										LOT #: CR-4972										REPACKED IN WATERPROOF CAN, MARKED ON ALL SIDES "HANDLE WITH CARE"										DISPOSAL IS RECOMMENDED DUE TO OVERAGE AND DETERIORATED CONDITION																																																																					

2. DISTRIBUTION OF TURN-IN DOCUMENTS. The original copy of the DD Form 1348-1A should be retained by the turn-in activity. All other copies should accompany the material being turned-in. On ships where the Weapons Officer is authorized to requisition and turn-in ammunition, expenditure files will be maintained by the Weapons Officer rather than the Supply Officer.

5072 TURN-IN OF RADIOACTIVE MATERIAL

1. RADIOACTIVE INSTRUMENTS AND COMPONENTS. When radioactive instruments and other radioactive material are unserviceable or no longer needed, they will be turned into the nearest shore supply activity for proper packaging and further shipment for disposition through a commercial company or government agency licensed by the United States Nuclear Regulatory Commission (USNRC) to accept the material for disposal. Documents and material will be marked and handled as required for hazardous materials (see NAVSUPINST 5101.9 for additional disposal guidance and NAVSUPINST 4000.34 series for guidance in handling radioactive materials). For lensatic compass NSN 9W 6605-00-151-5337, a copy of the message or letter will also be forwarded to CDRTARCOM (ATTN: DRSTS-X). Items lost through accidental means, or otherwise, will be reported by message or letter to NAVICP MECH or NAVICP PHIL for items related to aircraft (see NAVSUPINST 5101.6 series/ NAVSUPINST 3400.5 series as appropriate). Complete details concerning the circumstances surrounding the loss will be supplied to that command. A copy of this report will be furnished to the NAVSUP (SUP 09H2). When the loss is considered to present a serious hazard if personnel come into contact with the material, immediate notification will be made to the nearest USNRC Regional Office. Addresses of the USNRC Inspection and Enforcement Regional Offices follow:

**UNITED STATES NUCLEAR REGULATORY COMMISSION
INSPECTION AND ENFORCEMENT REGIONAL OFFICES**

Region	Address	Telephone	
		Daytime	Nights and Holidays
Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont	Region I, USNRC Office of Inspection and Enforcement 631 Park Avenue King of Prussia, PA 19406	(215) 337-1150	(215) 337-1150
Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Panama Canal Zone, Puerto Rico, South Carolina, Tennessee, Virginia, Virgin Islands, and West Virginia	Region II, USNRC Office of Inspection and Enforcement 230 Peachtree St., N.W. Suite 1217 Atlanta, GA 30303	(404) 221-4503	(404) 221-4503
Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin	Region III, USNRC Office of Inspection and Enforcement 799 Roosevelt Road Glen Ellyn, Ill 60137	(312) 858-2660	(312) 858-2660
Arkansas, Colorado, Idaho, Kansas, Louisiana, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah, and Wyoming	Region IV, USNRC Office of Inspection and Enforcement 611 Ryan Plaza Drive, Suite 1000 Arlington, Texas 76012	(817) 334-2841	(817) 334-2841
Alaska, Arizona, California, Hawaii, Nevada, Oregon, Washington, and U.S. territories and possessions in the Pacific	Region V, USNRC Office of Inspection and Enforcement 1990 N. California Blvd, Suite 202 Walnut Creek, CA 94596	(415) 486-3141	(415) 486-3141

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2. RADIOACTIVE BY PRODUCT MATERIAL. Items containing radioactive by product material will not be transferred or turned-in from the activities which they have been issued unless authorized by NAVICP MECH or PHIL (see NAVSUPINST 5101.6 series, NAVSUPINST 3400.5 series, NAVAIR Instruction 3400.1 series, or NAVSEAINST 9210.15 series as appropriate).

5073 TURN-IN OF AVIATION MATERIAL

Turn-in documents for ready for issue aviation material will be prepared in accordance with par. 5067. Turn-in documents for unserviceable DLR items will be prepared in accordance with par. 8323.

5074 REMOVAL OF MACHINERY OR EQUIPMENT

When installed machinery or equipment is removed from a ship, all repair parts peculiar to that machinery or equipment also will be turned-in. However, Supply Officers will check their allowance lists carefully to ascertain that repair parts listed for that machinery or equipment are not required to be stocked for other machinery or equipment that remains aboard.

5075 SMALL ARMS

1. GENERAL. The DD Form 1348-1A will be used for the turn-in or shipment of small arms. Activities transferring small arms will ensure that the weapons and their shipping container(s) are free of ammunition; and that the empty clips or magazines are removed from and security taped to the weapons being transferred. The DD Form 1348-1A will include the data entries prescribed in par. 5067, and additional information as follows:

- a. the item nomenclature, including manufacturer, model, caliber, and serial number(s) will be entered in data blocks X and Y;
- b. the certification "No ammunition is contained in this shipment." will be entered in data blocks AA through DD and the certification will include the inspectors' signature, his grade/rank and title, and the date of the inspection.
- c. the notation "REQUEST RETURN OF A RECEIPTED COPY" will be conspicuously entered in the bottom margin of the form. Packages containing small arms being turned-in or shipped will bear no external markings indicating the nature of their contents. A receipt signature will be obtained for all transferred small arms which are not mailed; and if the small arms are mailed, the registry slip provided by the post office will serve as a temporary receipt until a receipted document is returned by the consignee. Small arms allowance requisitioning and turn-in information is contained in NAVMATINST 8300.1 (Series), pending revision by NAVSEA.

5076 TURN-IN OF CLASSIFIED MATERIAL

Turn-in of classified material will be handled in accordance with the Department of the Navy Information Security Program Regulation (OPNAV Instruction 5510.1). Personnel handling classified items for turn-in must be cleared to handle classified material up to the level of the material being turned in. Top secret and secret material will be turned in under a continuous chain of receipts. Receipts for confidential material may be required at the discretion of the transmitter. Receipts for hand delivered materials will be obtained on the No. 1 copy of the DD form 1348-1A which will be returned to the ship and filed in the expenditure invoice file. When classified material is mailed or shipped, the special packaging, addressing shipment, and receipt procedures contained in OPNAV Instruction 5510.1, Chapter 8, will be followed. In such cases, the No. 5 or 6 copy of the DD Form 1348-1A (see par. 5068) will be stamped or annotated "Consignee sign and return this copy." When the receipted copy is returned, it will be filed (with the retained original) in the expenditure invoice file.

5077 REPLACEMENT AND TURN-IN OF MAJOR ORDNANCE EQUIPMENT

The Naval Sea Systems Command (NAVSEA) replaces gun mounts, rocket launchers, and gun fire control systems in accordance with the Type Commanders' request and the availability of new or overhauled equipment. Supply officers of ships from which equipment is being replaced or removed will prepare a DD Form 1348-1A in accordance with par. 8323.

5079 TURN-IN OF NAVSEA 08 CONTROLLED REACTOR PLANT COMPONENTS (EITHER IN EXCESS OR UNSERVICEABLE)

1. GENERAL. NAVSEA 08 controlled spare reactor plant components, identified by 2S Cognizance symbol and X1 Special Material Identification Code (SMIC), which are unserviceable, nor used or in excess will be turned into the nearest Naval Shipyard which is listed in FEDLOG as a Designated Overhaul Point (DOP). NAVSEA form 9210/23 and turn-in documents for unserviceable, not used or excess 2S/X1 components should be prepared in accordance with pars. 5067, 5080 or 8323, as appropriate. The turn-in document should list the reactor plant component serial number. Components under each (NSN) are uniquely identified by these serial numbers. NAVSEAINST 9210.15 series provides specific guidance on the turn-in of 2S/X1 reactor plant components.

2. DOCUMENTATION. As the inventory control point for 2S/X1 reactor plant components, NAVSEA 08 requires a copy of NAVSEA form 9210/23 from the requisitioning activity, requesting specific information including serial numbers of components; placed in on board spares, installed, and turned-in. NAVSEA uses the information obtained from these forms to:

- a. Track turn-in of unserviceable, not used or excess components; and
- b. Maintain up-to-date reactor plant component configuration data by serial number for all nuclear powered ships, land-based prototypes, moored-training ships, and tenders designated to carry 2S/X1 load list spares.

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NAVSEA form 9210/23 is required to ensure current logistics information is available. Therefore, the turn-in should be processed without delay. Pending actual component turn-in, the NAVSEA form 9210/23 should be filed along with the skeletonized DD 1348-1A turn-in document in the DLR suspense file. When the turn-in is made, the original NAVSEA form 9210/23 should be promptly completed and returned, along with a copy of the turn-in document, to NAVSEA 08H.

REACTOR PLANT COMPONENT INSTALLATION/CARCASS TRACKING REPORT

1. PREPARING ACTIVITY		2. REQUISITION NUMBER	
3. END USER	5. CHECK BOX: <input type="checkbox"/> NOT USED <input type="checkbox"/> EXCESS		
4. PLANT	IF THE COMPONENT IS BEING RETURNED NOT USED OR EXCESS, CHECK BLOCK 5 AND CONTINUE TO BLOCK 9.		
THE FOLLOWING IS INFORMATION PROVIDED CONCERNING THE DISPOSITION OF REACTOR PLANT COMPONENTS RECEIVED, INSTALLED, TURNED-IN, AND/OR EXCESS.			
6. COMPONENT(S) PLACED IN ON BOARD SPARES:			
a. NSN		b. SERIAL NUMBER(S)	
7. INSTALLED COMPONENTS(S):			
a. NSN		b. SERIAL NUMBER(S)	
8. SYSTEM LOCATION/VALVE MARK			
9. REMOVED/EXCESS COMPONENT(S):			
a. NSN		b. SERIAL NUMBER(S)	
10. RADIOACTIVE CONTAMINATED COMPONENTS:			
ROOM TAG NUMBER:			
11. TURN-IN DOCUMENT NUMBER		12. DESTINATION	
<p>13. SHIP THE REMOVED/UNUSED/EXCESS COMPONENT UNDER MOVEMENT PRIORITY DESIGNATOR "03" REDSTRIPED TO: NORFOLK NAVAL SHIPYARD IF UNIT IS HOMEPORTED ON EAST COAST OR PUGET SOUND NAVAL SHIPYARD IF UNIT IS HOMEPORTED ON WEST COAST. COMPONENTS SHOULD BE MARKED FOR "APA STOCK". BY SEPARATE CORRESPONDENCE, PROVIDE A COPY OF THE TURN-IN DOCUMENT (ANNOTATED WITH THE CARCASS SERIAL NUMBER) AND A COPY OF THE MACHINERY HISTORY CARD (IF THE COMPONENT FAILED IN-USE) TO THE APPLICABLE NAVAL SHIPYARD, ATTENTION: CODE 500N. UPON COMPLETION, RETURN THIS FORM TO THE FOLLOWING ADDRESS:</p> <p style="text-align: center;">COMMANDER CODE NAVSEA 08H NAVAL SEA SYSTEMS COMMAND 2531 JEFFERSON DAVIS HIGHWAY ARLINGTON VA 22242-5160</p> <p>FOR QUESTIONS REGARDING THE COMPLETION OF THIS FORM, CALL (C) (703) 602-3480/1 OR (DSN) 332-3480/1. TELEFAX NUMBER (703) 602-7233.</p>			
14. INDIVIDUAL COMPLETING FORM:			
a. TYPED OR PRINTED NAME AND TITLE		b. SIGNATURE	c. DATE
NAVSUP 9210/23 (4-93)		NOFORM (When Filled In)	

5080 PREPARATION OF NAVSEA FORM 9210/23 FOR REACTOR PLANT COMPONENTS

1. GENERAL. The NAVSEA Form 9210/23 will be prepared as follows:

<u>Data Block</u>	<u>Explanation</u>
1 Preparing Activity	Name of the activity completing the form
2 Requisition Number	Requisition number that the 2S COG/X1 SMIC component(s) was requisitioned
3 End user	Hull number the 2S COG/X1 SMIC component(s) was requisitioned for or is in excess from
4 Plant	Plant number the 2S COG/X1 SMIC component(s) was installed in (Surface ships only).
5 Not Used/Excess	If the requisitioned 2S COG/X1 SMIC component(s) is either not used or excess check the box and proceed to block 9 to continue completing the form
6 Component(s) Placed In On Board Spares	Annotate the 2S COG/X1 SMIC NSN and serial number(s) of the component(s) placed in the end-user's stock, if applicable
7 Installed Component(s)	Annotate the 2S COG/X1 SMIC NSN and serial number(s) of the component(s) installed on the end-user
8 System Location/ Valve Mark	Specific system location or valve mark the 2S COG/X1 SMIC component(s) was installed
9 Removed/Excess Component(s)	Annotate the 2S COG/X1 SMIC NSN and serial number(s) of the component(s) removed from the end-user
10 Radioactive Contaminated Component(s)	If the removed 2S COG/X1 SMIC component(s) is radioactive/contaminated, annotate the RAM TAG number and location of the temporarily stored component(s)
11 Turn-In Document Number	Document number on which the removed, not used or excess 2S COG/X1 SMIC component(s) was turned-in to the Navy Supply System
12 Destination	Specific Naval Shipyard the removed, not used, excess 2S COG/X1 SMIC component(s) was turned-in to. If the removed, not used, or excess 2S COG/X1 SMIC component(s) was turned-in to an Intermediate activity also annotate the activity, as well)
13 Information	See example on previous page
14 Individual Completing Form	Type or print the name and title of accountable individual, signature and date the form was completed
15 Distribution	Original to NAVSEA 08H. Copy with the DD 1348-1A turn-in document. Copy for ship's files.

Subsection 6: TRANSFER TO DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO)

5105 TRANSFER PROCEDURE

1. GENERAL. Materials turned into DRMO fall into one of three categories: items that need inventory manager disposal authority; items that do not need inventory manager disposal authority; or scrap and waste. Materials shipped/transferred to DRMO shall be accomplished with an Issue Release/Receipt document (DD Form 1348-1A). Activities should not prepare a shipment status document for items going to disposal until proper demilitarization is accomplished. Exception to this rule would occur if the DRMO has existing contracts for demilitarization of the item prior to sale.

2. DISPOSAL AUTHORITY CODES. Department of Defense imposed controls over material turned-in to DRMOs require the use of disposal authority codes (see Appendix 8M). Failure to include the disposal authority code on the Issue Release/Receipt document (DD Form 1348-1A) will result in rejection of the material by the DRMO. Since many DRMOs will accept turn-ins by appointment only, prior contact is encouraged. Fleet material turned into Navy shore activities will be exempt from this requirement.

3. DOCUMENT PREPARATION. Material will be turned into the DRMO by use of the DD Form 1348-1A prepared in the following format (see illustration on following page):

<u>Card Columns</u>	<u>Entry</u>
23-29	Unit of issue and quantity.
45-50	Enter DoDAAD (Equivalent of Navy UIC) of DRMO to receive material ("S" codes listed in Appendix 7).
64	Disposal authority code (par. 5105-2).
71	Supply condition code, as listed in Appendix 10Q.
74-80	Enter the unit price for the NSN or part number shown in cc 8-22.
<u>Data Block</u>	<u>Entry</u>
1	Total price (unit price x quantity).
2	Service designator code and UIC of the unit turning in material.
3	DoDAAC of the DRMO to receive material.
4	Insert HM for Hazardous Material or HW for Hazardous Waste.
24	Document number from expenditure invoice log (See pars. 5001-5003).
25	National Stock Number
26	Unit of issue, quantity, supply condition code and unit price.
27	Demilitarization (DEMIL) Code from FEDLOG (par 2070).

5106 INTRANSIT CONTROL OF PROPERTY SHIPPED/TRANSFERRED TO DRMO

1. GENERAL. The intransit procedures will be used when Material Turned Into Store (MTIS) facilities are neither available nor practical in order to provide control and accountability for materials shipped direct to DRMO. The procedures in this subsection should be adhered to.
2. SHIPPING ACTIVITY. At the time the material (excluding scrap and waste) is physically shipped/transferred to DRMO, and accountability is acknowledged by the DRMO showing the quantity actually received in the DD 1348-1A, shipment status (DI AS3) with distribution code 9 in cc 54, will be prepared in accordance with par. 5107, and submitted to Defense Reutilization and Marketing Services (DRMS) via DAAS. Shipment status (DI AS3) will be submitted on all shipments of \$100 or more and on all shipments of pilferable or sensitive items regardless of dollar value. The shipment status (DI AS3) will initiate the suspense file at DRMS.
3. DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO). Within 10 days after the material (excluding scrap and waste) is received and accepted, DRMO will acknowledge receipt of material to DRMS utilizing DRMS procedures.
4. DEFENSE REUTILIZATION AND MARKETING SERVICE. DRMS will match the receipt reported by DRMO with the shipment status (DI AS3), reported by the shipping activity held in the suspense file. The suspense file will remain open when the receipt card submitted by DRMO does not match a shipment status (DI AS3) and the discrepancy noted is more than \$100 or the item is pilferable/sensitive. The following conditions will close the record in the suspense file:
 - a. When there is no discrepancy,
 - b. When the discrepancy is less than \$100 and the material is not pilferable/sensitive,
 - c. When the material is scrap/waste, or
 - d. When the receipt card is for a "batch" of items and the item is not pilferable/sensitive.DRMOs will not include items with greater than \$100 in line item value in batches.
5. DRMS SHIPMENT FOLLOW-UP. DRMS will send a Shipment Confirmation follow-up (DI AFX/AFZ) via DAAS to the activity in cc 30-35 of the receipt reported by DRMO, or the activity in cc 30-35 of the shipment status (DI AS3). Activities in receipt of DRMS Shipment Confirmation Follow-up card (AFX) will reply with a Shipment Confirmation (DI ASZ) in accordance with par. 5108 within 10 working days. Non response to an AFX will result in a second DRMS Shipment Confirmation Follow-up (AFZ). Continued non response of document identifier AFZ will close the suspense file but non response will be recorded and retained for two years for activities involved.

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1. GENERAL. Shipment status (DI AS3) will be sent to DRMS via DAAS at the time the material is shipped/transferred direct to DRMO. The following format will be followed (see sample on following page):

<u>Card Column</u>	<u>Field Legend</u>	<u>Entry</u>
1-3	Document Identifier	AS3.
4-6	Routing Identifier	The Routing Identifier of the shipping activity or blank if none.
7	Media and Status Code	Blank.
8-22	NSN or Part No.	Enter the stock or part number of the material shipped/transferred.
23-24	Unit of Issue	Enter Unit of Issue.
25-29	Quantity	Enter Quantity.
30-43	Document Number	Enter document number used in the DD Form 1348-1A.
44	Demand Code	Blank.
45-50	Supplementary Address	Enter DoDAAC of predesignated DRMO as listed in Appendix 7.
51	Shipment Hold Code	Enter when applicable.
52-53	Fund Code	Blank.
54	Distribution Code	Enter "9".
55-56	Blank	Blank
57-59	Date Shipped	Enter three digit Julian date when material was shipped.
60-61	Priority	Enter Priority 11.
62-76	TCN, GBL or other shipment unit number	<p>For other than local shipment/transfer:</p> <p>(a) When a Transportation Control Number (TCN) applies, the requisition Document Number (minus service code) is entered in cc 62-74.</p> <p>(b) When a Government Bill of Lading (GBL) applies, the shippers' Service Designator Code and UIC is entered in cc 62-67, the letter "B" in cc 68 and the GBL Number in cc 69-76.</p> <p>(c) For certified mail, enter the consignor, the letter "C" and the certified mail number.</p>

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Card Column Field Legend

Entry

(d) For registered parcel post shipments, the shipment unit number will consist of the shippers' service designator and UIC in cc 62-67 followed by the letter "R" in cc 68. The registration number will be contained in cc 69-76. If there are less than eight digits in the registration number, the significant digits will be preceded by zeros.

(e) For insured parcel post, enter the consignor, the letter "I" and the insured number.

77 Mode of shipment

Enter applicable code (see Appendix 5).

78-80

Blank.

COMPLETED DISPOSAL SHIPMENT STATUS (DI AS3)

DOC. IDENT.		ROUT. IDENT.		FSC		NIN		ADD. UNIT OF ISSUE		QUANTITY		REQUISITIONER		DATE		SERIAL		SUPPLEMENTARY ADDRESS		FUND		DISTRIBUTION		PROJECT		PRIORITY		REQ. DEL. DATE		ADV. STAT.	
SEND TO:										REQUISITION IS FROM:																					
A										B																					
C										D																					
E										F																					
G										H																					
I										J																					
K										L																					
M										N																					
O										P																					
Q										R																					
S										T																					
U										V																					
W										X																					
Y										Z																					

5108 DRMS SHIPMENT CONFIRMATION (DI ASZ)

1. GENERAL. DI ASZ will be prepared by shipping activity when responding to DRMS follow-up (DI AFX/AFZ) utilizing the following format (see sample on following page):

Card Column Field Legend

Entry

1-3 Document Identifier

Enter ASZ.

4-6 Routing Identifier

Code of the Supply Source from which the Material Release or DRO document was received.

7 Media and Status

Blank.

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<u>Card Column</u>	<u>Field Legend</u>	<u>Entry</u>
8-22	Stock or Part Number	Data as shown in the AFX/AFZ.
23-24	Unit of Issue	Enter U/I as shown in the AFX/AFZ.
25-29	Quantity	Quantity receipted for by DRMO.
30-43	Document Number	As in the AFX/AFZ.
44	Suffix	Data as shown in the AFX/AFZ.
45-53	Various	Leave Blank.
54	Distribution Code	Enter "9".
55-80	Various	Leave Blank.

COMPLETED SHIPMENT CONFIRMATION (DI ASZ)

[illegible]

5109 SUPPLY STATUS (DI AE3)

1. GENERAL. Supply status DI AE3 with BF in cc 65-66 will be sent to DRMS in lieu of disposal confirmation DI ASZ when the following conditions exist:
 - a. when there is no record either of the shipment or the shipment status card (AS3);
 - b. when it is determined that a shipment status card (AS3) has been sent but no record of shipment was made.
2. PREPARATION. Supply Status (DI AE3) will be prepared as follows (see sample on following page):

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<u>Card Column</u>	<u>Field Legend</u>	<u>Explanation and Instruction</u>
1-3	Document Identifier	AE3.
4-6	Routing Identifier	Enter routing identifier of supply source furnishing status. Blank if none.
7	Media and Status	Blank.
8-22	Stock or Part Number	Enter the Stock or Part Number to which status is applicable.
23-24	Unit of Issue	Enter unit of issue applicable to the number.
25-29	Quantity	Enter quantity applicable to the item being supplied.
30-43	Document Number	Enter data as shown in the AFX/AFZ.
44-53	Various	Blank.
54	Distribution Code	Enter "9".
55-61	Various	Blank.
62-64	Transaction Date	The Julian Date that corresponds to the date of this reply.
65-66	Status Code	Enter BF Status Code.
67-69	Routing Identifier	RI if assigned or blank if none.
70-80	Various	Blank.

COMPLETED SUPPLY STATUS (DI AE3)

DOC. IDENT.		ROUT. IDENT.		M & S		FSC		NIN		ADD.		UNIT OF ISSUE		QUANTITY		REQ. REQUISITIONER		DATE		SERIAL		P. U.		SUPPLEMENTARY ADDRESS		F. S.		DISTRIBUTION		PROJECT		PRIOR. ITY		REQ. DEL. DATE		ADV. DATE																					
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29	
1		2																																																							

Section III: SURVEYS**5125 INTRODUCTION**

1. GENERAL. Despite the physical security and quality control safeguards established by Navy activities in their stewardship of government property, discrepancies may occur between stock or property book balances and the physical status of material in storage. These discrepancies will be subjected to review/approval thresholds as described by their applicable category (i.e., Supply System Stock or Property Book Material). NAVSUP policy and procedures for physical inventory management, including detailed guidance for processing the Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, are provided in NAVSUPINST 4440.115 series. All items are subject to FLIPL Procedures, with the exception of incoming shipment discrepancies which can be attributed to shipper or carrier liability and the item discrepancy is reported per applicable regulations (see NAVSUPINST 4440.179 series).

2. DEFINITIONS. The following definitions apply to the survey process:

a. Accountable Officer. An individual appointed by proper authority who maintains item and/or financial records in connection with Government property, (irrespective of whether the property is in his own possession for use or storage, or is in the possession of others to whom it has been officially entrusted for use or care and safekeeping) and may entail "Financial Liability" for failure to exercise his obligation.

b. Appointing Authority. An individual designated in writing by the Approving Authority. The approving authority may act as the appointing authority. The appointing authority appoints financial liability officers, if required; approves or disapproves the recommendations of the responsible officer, reviewing authority, or financial liability officers; and recommends actions to the approving authority. The appointing authority is normally senior to the responsible officer, reviewing authority, accountable officer, and financial liability officer.

c. Approving Authority. The Approving Authority makes determination to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability. The approving authority may act as the appointing authority or designate an appointing authority in writing. The approving authority is normally senior to the appointing authority. The approving authority will be the Commanding Officer, except as specified in par. 5127-6.

d. Causative Research. An in-depth investigation of specific physical inventory discrepancies to determine why they occurred so that corrective action can be taken. This consists of a complete review of all transactions to include supporting documentation: receipts, issues, catalog change actions (i.e., quantity per unit pack), location updates, unposted or rejected documentation occurring since the last completed inventory; the last location reconciliation ; or within one year, whichever occurs first. This review begins with the analysis of transactions posted to the Master Stock Record and concludes with the validation of source or supporting documentation processing. Causative research ends when the cause of the discrepancy has been discovered, or when after review of paperwork and bookkeeping entries, an unresolved discrepancy exists (no conclusive findings are possible).

e. Financial Liability. The statutory obligation of an individual to reimburse the government for lost, damage, or destroyed government property as a result of negligence or abuse.

f. Financial Liability Board. Members of the financial liability board may be appointed by the appointing authority for the specific purpose of conducting the investigation. The primary purpose of financial liability board is to provide the appointing and approving authorities with the adequate information upon which to assess liability or relieve the involved individual from liability for the loss, damaged, or destruction of government property. A board provides more resources than an officer to investigate losses that are large, complex, or unique. The board are administrative and not judicial. Therefore, their reports are purely advisory, their opinions do not constitute final determinations or legal judgments, and their recommendations are not binding upon appointing and approving authorities. Financial liability board shall be commissioned officers, warrant officers, enlisted members in grades E-7, E-8, or E-9; or civilian employees GS-09 or above.

g. Financial Liability Officer. An individual who is appointed in writing by the Appointing Official to conduct an investigation to determine responsibility for gain, loss, damage, or destruction of government property. Individual so appointed shall not be accountable or responsible officer or have any direct interest in the property being surveyed. The individual shall be a commissioned officer, warrant officer, or enlisted member in grades E-7, E-8, or E-9 or civilian employee GS-09 or above. The financial liability officer's findings and recommendations are administrative and not judicial; therefore, their reports are purely advisory; their opinions do not constitute final determinations or legal judgments; and their recommendations are not binding upon appointing and approving authorities. The Appointing Authority may act as the financial liability officer.

h. Preliminary Research. An investigation of potential discrepancies or preadjustment research which involves the consideration of recent transactions, unposted or rejected documentation, search of adjacent or temporary location areas, and certification of catalog data. The purpose of preliminary research is to determine the correct balance. Preliminary research ends when the physical balance has been verified and the physical inventory adjustment quantity determined.

i. Property Book Material. All Government Property other than Supply System Stock, such as:

(1) Classified Equipment. The term "classified equipment" is defined as equipment which requires protection and control in the interest of national security.

(2) Inventory Held In Industrial Funds. Property of the Department of Defense consisting of raw materials, supplies, or work in process held in all Industrial Funds for production or services furnished to customer activities.

(3) Military Real Property. This category covers land, buildings structures, utility systems, improvements, and appurtenances thereto. Includes equipment attached to and made part of the buildings and structures (such as heating systems) but not movable equipment (such as plant equipment). In addition, includes installed equipment such as fixed overhead crane runways, elevators, lavatories, plumbing, and electrical systems.

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- (4) Minor Property. Personnel property acquired for immediate use and having a unit cost between \$2,500 and \$100,000. This category includes, but is not limited to, furniture, fixtures, office or industrial equipment and personnel support equipment. Subcategories within minor property include classified, sensitive and pilferable equipment. All Navy commands are required to have internal controls to manage minor property.
- (5) Pilferable Equipment. The term “pilferable equipment” is defined as equipment which is easily transportable or concealable, having a ready resale value or application for personal use and which is therefore especially subject to theft.
- (6) Plant Property. Property with a unit cost of \$100,000 or more and useful life over two years. This term includes all Navy-owned real property and that realty not owned, but for which accountability is the responsibility of the Navy; personal property of a capital nature located in activities of the Naval shore establishment or used by shore-based units of the operating forces under specified circumstances; such real or personal property out-granted to other entities not under Navy Department command, provided that title remains with, or reverts to, the Department of the Navy when the out-grant is canceled. It does not include equipment designated as minor property, special tooling or special test equipment, or personal property of a capital nature that is reported in a financial inventory account.
- (7) Sensitive Equipment. The term “sensitive equipment” is defined as equipment which requires a high degree of protection and control due to statutory, regulatory, or mission requirements such as highly technical devices or gifts of silver and other valuable objects presented to U.S. ships/stations.
- (8) Weapons And Other Military Equipment In Use. Items of material assigned to using units and includes all major weapons and supporting equipment (e.g., aircraft, missiles, tanks, combat vessels, communications, and electronics systems, heavy support equipment, ships, service craft, boats, floating derricks, harbor tugs, and ammunition)
- j. Property Record. General term referring to any record of property. It is inclusive not only of stock record accounts, but also of organization and installation property books, clothing and equipment records, hand receipt records, or any system of files for property records. Also, called, “property account”.
- k. Resolved Discrepancy. If through preliminary or causative research, it is determined that a discrepancy is due to paperwork or bookkeeping failure the proper accounting adjustment will be made to correct the stock or custody records and the discrepancy will be considered resolved. No Financial Liability Investigation of Property Loss (DD Form 200) support documentation is required.
- l. Responsible Officer. An individual appointed by proper authority to exercise custody, care, and safekeeping of Property Book Material.
- m. Reviewing Authority. An individual designated in writing by the approving authority to review and analyze the results of supply system stock research.

n. Supply System Stock. Material for which a stock record reflecting such data as receipts, issues, expenditures, and on hand balance is maintained. This includes end-use and stock funded repair parts and consumables held in a storeroom of the supply department, provisions, and ships store merchandise.

o. Survey. A procedure for determining the cause of gain, lost, damaged, or destroyed to Navy property (Supply System Stock or Property Book Material), establishing personal responsibility (if any) and documenting necessary inventory adjustments to stock records.

p. Unresolved Discrepancy. If, after preliminary and causative research, no evidence of paperwork or bookkeeping failure is found, a discrepancy between the Supply System Stock or Property Book Material Record and the physical status of material in storage is considered to be an unresolved discrepancy.

q. Voluntary Payment. Individual may chose to voluntarily pay the government for lost, damaged, or destroyed government property any time prior to involuntary collection from their pay. Individuals offering the payment, do so on their own volition. The government does not seek any advantage or forgo any rights by accepting a voluntary payment. An individual must not be coerced or threatened with adverse action if payment is not voluntarily made. Individuals must be made aware that a voluntary payment may not be later withdrawn, avenues for relief will no longer be available, and that voluntary payment does not preclude other administrative or disciplinary action contemplated by an individual's Commanding Officer. Voluntary payment may be made in cash or by payroll deduction.

3. ASSIGNMENT OF ROLES IN THE SURVEY PROCESS. The following chart illustrates the roles in the survey process.

	MATERIAL CATEGORY			
	STORES INVENTORY	PROVISIONS INVENTORY	SHIP'S STORE INVENTORY	OTHER PROPERTY INVENTORY
Accountable Officer	SUPPO or Stores Officer	Food Service Officer	Sales Officer	Department Head
Responsible Officer	Division Officer or LCPO/LPO	Division Officer or LCPO/LPO	Division Officer or LCPO/LPO	Department Head or Division Officer
Reviewing Authority	SUPPO/ASUPPO (if not accountable)	SUPPO/ASUPPO (if not accountable)	SUPPO/ASUPPO (if not accountable)	XO
Appointing Authority	CO, XO, or SUPPO (if not accountable)	CO, XO, or SUPPO (if not accountable)	CO, XO, or SUPPO (if not accountable)	CO, XO
Approving Authority	CO, or SUPPO (if not accountable)	CO, or SUPPO (if not accountable)	CO, or SUPPO (if not accountable)	CO, or SUPPO (if not accountable)

5126 REQUIREMENTS

1. GENERAL. If through research it is determined that supply systems stock or property book material records do not agree with the physical status of the material due to a specific paperwork or bookkeeping error, the proper accounting transaction will be made to the stock/property book record to bring those records into balance (i.e., duplicate receipt/expenditure document, an unprocessed receipt/expenditure document or an unprocessed location update, etc.). Care should be taken to process the transaction properly (i.e., an issue posted twice should be corrected by a "credit" issue, not a gain by physical inventory adjustment). These types of discrepancies are referred to as resolved discrepancies and do not require a Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, regardless of dollar value or category.

2. SURVEY CRITERIA. For unresolved discrepancies which do not meet the criteria requiring a FLIPL, adjustment of the stock/custody record to the inventory on hand will be accomplished by means of a physical inventory adjustment. It is not required to substantiate these adjustments with a DD Form 200 to provide relief from Property Book Material or Supply System Stock accountability. The stock record will be adjusted with a physical inventory gain or loss when the discrepancy cannot be resolved after preliminary research. Contingent upon the extended dollar value of the adjustment and/or type of item involved, causative research (see par. 5125-2) will be conducted to determine the cause of the physical inventory adjustment. If the cause of the discrepancy is unresolved, a DD Form 200 will be initiated immediately for the following:

a. Criteria for Supply System Stock

(1) Sensitive items (i.e., narcotics and drug abuse items, precious metals, items which are highly technical or a hazardous nature, ethyl alcohol) when any discrepancy exists, regardless of dollar value.

(2) Classified items regardless of dollar value.

(3) Arms, ammunition, explosives and demolition material regardless of dollar value.

(4) Pilferable items, valuable and attractive items which are easily convertible to personal use (i.e., hand tools, individual clothing, office machines, photographic equipment, etc.), when the extended dollar value of a line item discrepancy is \$750.00 or more.

(5) Any discrepancy or repetitive loss when there is an indication or suspicion of fraud, theft or negligence.

(6) Bulk petroleum when the loss exceeds stated allowances. For example: On receipts for volatile fuel (i.e., AV-GAS, Motor Gasoline) one half of one percentage, and for less volatile fuel (i.e., JP-5, F-76) one quarter of one percent (see DOD Manual 4140.25-M and OPNAVINST 4020.25 series).

(7) Noncontrolled items, when the extended dollar value of a line item physical inventory adjustment is equal to or greater than the causative research thresholds as follows:

(a). The extended dollar value of the line item is \$2,500 or more (except for CLF cargo food items where the adjustment may be \$5,000 unless there is indication of fraud, negligence or theft) and/or;

(b). Any adjustment of a Depot Level Repairable (DLR), regardless of dollar value;

→ b. Criteria for Property Book Material. This category consists of all accountable government property other than Supply System Stock. It includes Military Real Property, Military Personal Property, Inventories held in Industrial Funds, Weapons and other Military Equipment in use, Plant Equipment, GPETE. When Property Book Material is lost, the Commanding Officer will determine if a FLIPL (DD Form 200) is required to assign responsibility, to adjust records for such property and to provide relief from accountability. As a rule, all items are subject to survey procedures, with the following exceptions:

(1) Items of nominal value, and extended dollar value not exceeding \$750. per incident, unless there is suspicion of fraud, theft or personal negligence.

(2) Motor vehicle accident investigation reports may be used instead of the DD Form 200 when the investigation clearly indicates that there is no negligence, no personal injury and there is no claim against the government.

(3) Property lost during combat operations. These losses are accounted for in other regulations and are not subject to FLIPL.

(4) Discrepancies in quantities transferred to DRMO, provided that the value of the loss is less than \$300 per line item and does not involve sensitive items. A pattern of shortages may trigger an investigation to identify theft or intentional losses of items to avoid preparing turn-in documents.

(5) Special Tooling and Special Test Equipment reporting procedures will be provided by the cognizant laboratory or hardware systems command.

3. ADDITIONAL REPORTS. In addition to the above procedures, SECNAVINST 5500.4 series should be consulted with respect to the policy of Missing, Lost, Stolen and Recovered (MLSR) Reports. An initial MLSR message report is required for adjustments of sensitive or classified items such as arms, ammunition and explosives. A FLIPL (DD Form 200) is required as final report if a sensitive item is in inventory. Report of Discrepancy (SF-364) also requires a final report if material is damaged in Shipment, and for the Discrepancy in Shipment (SF-361) a final report will also be submitted for material damaged in transit.

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4. **RESPONSIBILITY.** All DOD components are accountable for Supply System Stocks and other Government owned property under their control. Efficient management of the Navy's assets is a matter of top priority to all personnel. It is Navy policy that all shore and afloat activities will comply with Survey requirements. Individual responsibility will be clearly designated for the purposes of initiating, evaluating and approving the FLIPL (DD Form 200) to determine the liability for the lost, damaged or destroyed property and to relieve responsibility when there is no evidence of negligence, abuse or personal responsibility.

5. **FORMS.** The FLIPL, DD Form 200 will be used to document all surveys. The DD Form 200 may be obtained through the Naval Publications and Forms Directorate (NPFD), under NSN 0102-LF-011-9100.

5127 PROCEDURES

1. **PURPOSE:** This section prescribes general procedures on how to account for lost, damage, or destroyed government property. Detailed guidance, policies regarding the qualifications, duties, and responsibilities are contained in DOD 7000.14R, Vol. 12, Chap. 7. Specific guidance for preparation of the DD Form 200 is contained in par. 5128. Requirements for retaining the DD Form 200 and related documentation are summarized in par. 1184.

2. **INITIATION OF INQUIRIES.** An inquiry shall be initiated immediately after the gain, loss, damage, or destruction is discovered. This inquiry shall be an informal proceeding designed to determine the facts and circumstances leading to the gain, loss, damage, or destruction. The person conducting the inquiry shall be responsible for completing blocks 1 through 11 of the DD Form 200. At a minimum, this inquiry should identify:

- a. What happened;
- b. How it happened;
- c. Where it happened;
- d. Who was involved;
- e. When it happened;
- f. Is there any evidence of negligence, willful misconduct, deliberate unauthorized use or disposition of the property.

3. **EVIDENCE OF NEGLIGENCE.**

a. When inquiring into the loss, damage, or destruction of government property, the first matter to be determined is whether there is evidence of negligence. Some questions to be asked are: "Would a reasonably prudent individual have acted in this manner?" "Were there procedures governing the use of the property, and were they followed?" "What were the circumstances that existed when the loss actually occurred?" "Was the individual on the job?". For example, when the ship is underway and experiencing "heavy seas", a typewriter that is sitting on top of the desk is not properly secured, a reasonable person would be expected to tie down the typewriter on the desk, or place it on the deck under the desk not allowing it to move,

before leaving the work center. If the person failed to secure the typewriter and it was damaged, this could be considered evidence of negligence. A reasonably prudent person would be expected to take precautions.

b. Evidence of simple or gross negligence depends on the conduct of the individual. If the individual failed to exercise precautions or good judgment, then simple negligence applies. If the individual's conduct was characterized by reckless, deliberate, or disregard of foreseeable consequences, then gross negligence applies. Evidence of whether simple or gross negligence was the proximate cause of the loss or damage is based on the facts and circumstances and shall be documented during the inquiry process.

4. REVIEW. After accountable and/or responsible officers have completed their inquiry, the DD Form 200 shall be sent to the appointing authority for review. The appointing authority shall determine if a financial liability officer or financial liability board is needed to conduct an investigation. Legal officials and the member's Commanding Officer must be consulted before statements are taken from anyone if suspected of a violation of the UCMJ (Title 10 U.S.C., Chap 47). Criteria for appointment of financial liability officer or financial liability board to conduct formal investigation is when:

- a. Recommended by an accountable officer;
- b. Directed by higher authority;
- c. Deemed appropriate by the appointing authority (i.e., repetitive losses, evidence of negligence or abuse, large dollar losses, etc.).

5. UNRESOLVED DISCREPANCIES WHICH INDICATE NO PERSONAL RESPONSIBILITY. The research conducted during the financial liability investigation is an extremely critical phase. The evidence and data presented in the causative research package and the impartial review by the Appointing Authority develop the actual facts and circumstances. For unresolved differences which meet the criteria set forth in par. 5126 for survey, the DD Form 200 is utilized to relieve Accountable/Responsible Officers from accountability:

- a. The Financial Liability Investigation of Property Loss (DD Form 200) will be used to substantiate the physical inventory adjustment of the accountable record with the physical inventory on hand.
- b. The Appointing Authority's review will include as a minimum the following actions:
 - (1) Review and evaluate existing property protection procedures.
 - (2) Determine procedural compliance with prescribed regulations.
 - (3) Determine whether negligence or abuse is evident.
 - (4) Determine cause or probable cause of discrepancy.
 - (5) Recommend actions to minimize recurrence.

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c. The Appointing Authority may agree or disagree with the findings and recommendations as presented. If he agrees and there is no personal liability noted or recommended, the Appointing Authority will sign block 13 and forward to the Approving Authority. If he does not agree or if he suspects personal liability, he will make separate recommendations to the Approving Authority.

6. UNRESOLVED DISCREPANCIES WHICH INDICATE EVIDENCE OF PERSONAL RESPONSIBILITY. Criminal investigations must be initiated when research reveals evidence of theft. The Naval Criminal Investigative Service (NCIS) will be notified and criminal proceedings initiated. When research indicates evidence of negligence or abuse and the alleged individual responsible does not admit responsibility, a Financial Liability Officer will be appointed and will work with the Accountable and Responsible Officers to obtain and document the facts and circumstances of the gain or loss. The Financial Liability Officer will document all facts in a report for the Commanding Officer on whether or not an individual should be held responsible for the loss.

a. Legal counsel and the activity's Commanding Officer must be consulted before statements are taken from anyone, whether subject or witness.

b. If the individual involved is a military member, guidance should be obtained from the local Navy legal counsel or the Command's Staff Judge Advocate General.

c. If the individual involved is civilian, the cognizant civilian personnel office (in concert with the legal counsel) will provide guidance to determine the appropriate disciplinary action.

d. When the loss is determined to be due to a theft, the original adjustment (LBI) should be reversed and the approved Financial Liability Investigation of Property Loss (DD Form 200) is processed to update the stock records.

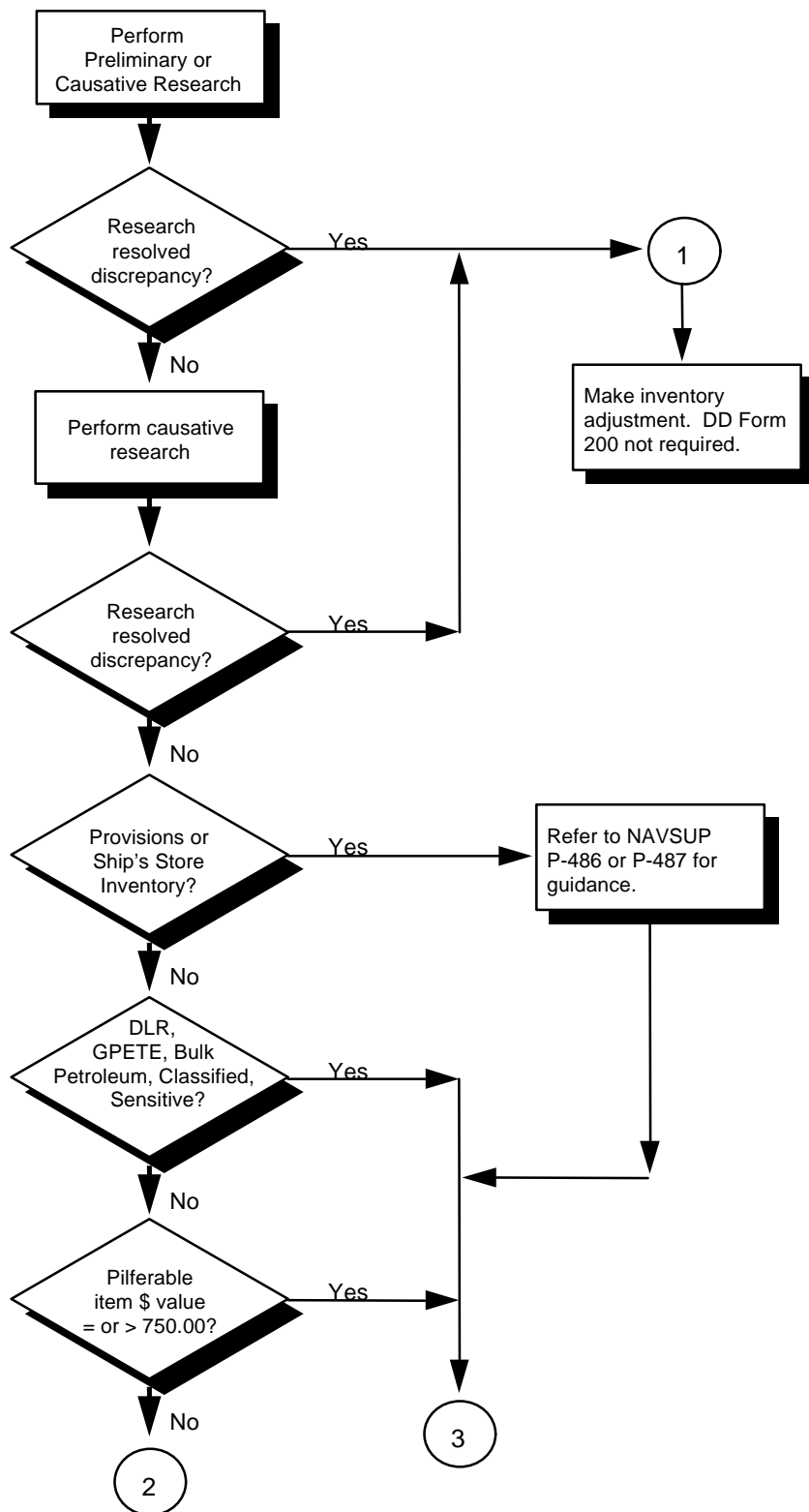
7. APPROVAL LEVELS. Approved FLIPLs are valid supply documents and will support entries made to accountable records for adjusting discrepancies which were disclosed during causative research. The Commanding Officer has full responsibility for all FLIPLs. He may authorize the Supply Officer to approve surveys of NWCF material valued at less than \$10,000. subject to the following restrictions:

a. The Approving Authority may not be directly accountable or responsible for the property being surveyed.

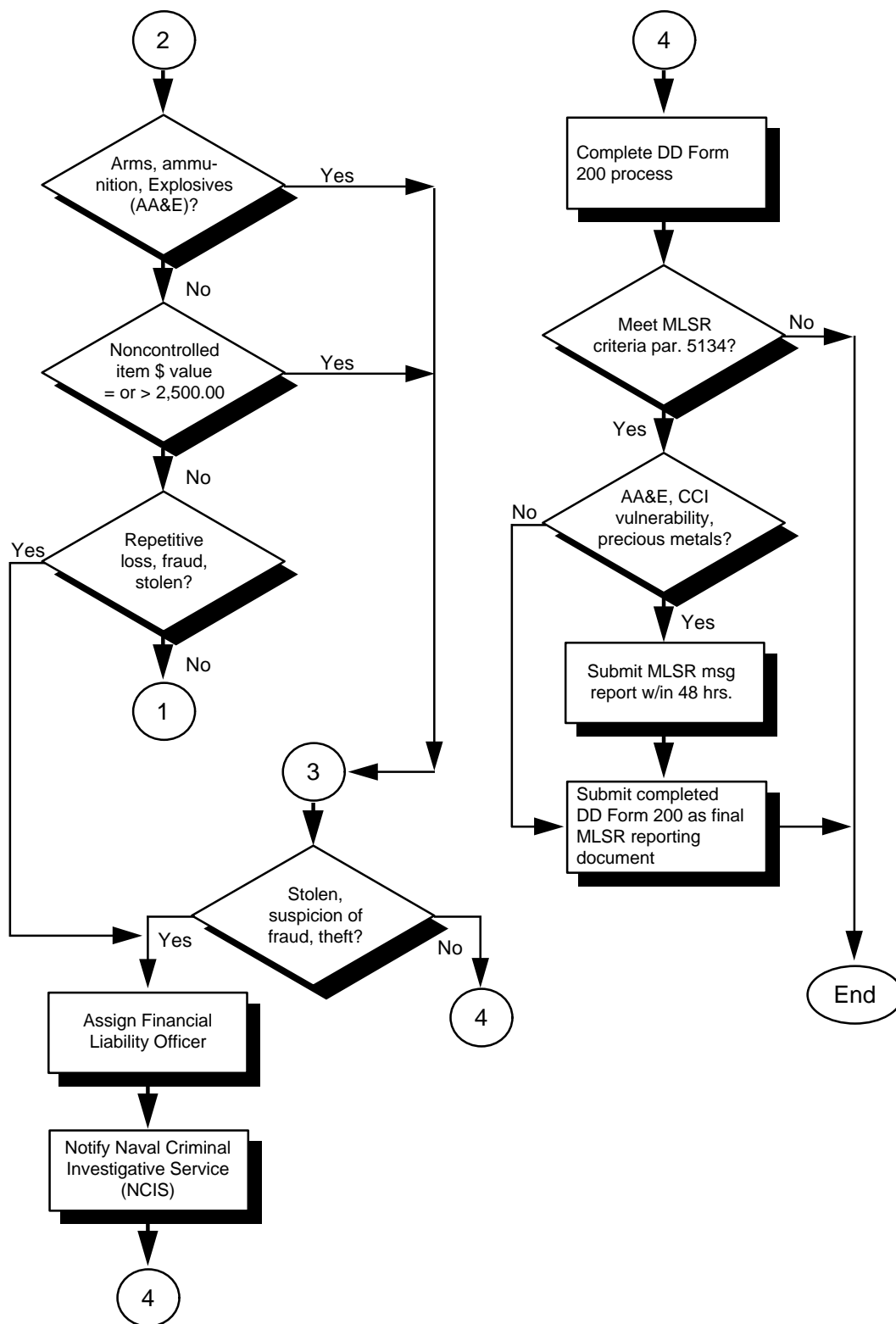
b. The Commanding Officer must approve surveys when there is evidence of personal responsibility or when the adjustment involves classified or sensitive material or arms, ammunition, or explosive items.

8. CONTROLLED SUBSTANCES. For losses of controlled substances, a separate report will be made to the Drug Enforcement Administration in accordance with NAVSUPINST 4440.146 series, "Safeguarding of Sensitive, Drug Abuse Control, and Pilferable DLA Items of Supply".

→ SURVEY PROCESS FLOWCHART



SURVEY PROCESS FLOWCHART (CONT.)



5128 PREPARATION OF DD FORM 200

1. GENERAL. The Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, is used to document the report of survey and certify the survey process when government property is lost, damaged, or destroyed. This form is the official document to support establishment of debts, relief from accountability, and adjustment to accountable records for Supply System Stock and Property Book Material. Preparation of the form may vary slightly depending on the nature of the asset (Property Book Material or Supply System Stock). Preparation instructions for the DD Form 200 are as follows (see sample pages 4-50 and 4-51).

<u>Block</u>	<u>Field Legend</u>	<u>Instructions For Preparation</u>
1	Date Initiated	Self-explanatory.
2	Inquiry/Investigation No.	Enter survey expenditure number.
3	Date Loss Discovered	Enter actual date loss discovered. Line out word loss and insert gain when applicable.
4	National Stock Nos. (NSNs), include COG	Enter the NSNs(s) or Part Number(s). More than one line item may be included only if each is being surveyed for the same reason.
5	Item description	Enter the nomenclature. If known include serial number(s), security code(s), and model number(s). For nonstandard mat'l, provide appropriate identifications or descriptions. Use a continuation sheet if necessary.
6	Quantity	Enter number of items and unit of issue. Examples 1EA, 2DZ, 5PR.
7	Unit Cost	Enter cost per unit in FEDLOG, supply bulletins, etc.
8	Total Cost	Multiply block 6 by block 7 and amount in this block.
9	Circumstances under which property was lost/damaged/destroyed	Check the appropriate block. Add additional block for gain when applicable. Provide complete statement of facts including the date, and place of the incident. Include the name, grade, SSN of all persons directly involved. The statement must answer the five basic questions of who, what, when, where, and how. Identify any appropriate contract(s), transaction number(s), control number(s), etc.
10	Actions taken to correct circumstances reported in block 9 and prevent future occurrences	Provide corrective actions and describe measures to prevent future occurrences.

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<u>Block</u>	<u>Field Legend</u>	<u>Instructions For Preparation</u>
11	Individual completing blocks 1 through 10	Causative research validator - Supervisor of the individual(s) performing research documented in blocks 9-10 signs this block.
12	Responsible Officer and/or Reviewing Authority	For Property Records Items: Check Responsible Officer block. See par. 5125-3. For Supply System Stock: Check Reviewing Authority block. See par. 5125-3.
13	Appointing Authority	See par. 5125-3.
14	Approving Authority	See par. 5125-3.
15	Financial Liability Officer	This block will only be completed when personal responsibility is evident. 15a Findings and Recommendations - Based on the facts established through research. 15b Dollar Amount of Loss or Gain - The Financial Liability Officer take into consideration the standard price of the lost gained property. 15c Not applicable. 15d Recommended Financial Liability - The Financial Liability Officer should compute the financial loss or gain to the government. 15e-k Financial Liability Officer - Enter name of the appointed to perform the investigation.
16	Individual Charged	This block will be only completed if personal responsibility is evident. If the individual charged refuses to sign this block, the refusal should be noted.
17	Accountable Officer	17a Enter the assigned expenditure number after the survey is approved. 17b See par. 5125-3.

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) (FRONT)

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
<p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397. ROUTINE USES: (*) MLSR 1992/002</p> <p>PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification. DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.</p>							
1. DATE INITIATED (YYMMDD) 920301		2. INQUIRY / INVESTIGATION NUMBER NOT APPLICABLE		3. DATE LOSS DISCOVERED(YYMMDD) 920301			
4. NATIONAL STOCK NO. 7G 5955-00-478-6339	5. ITEM DESCRIPTION OSCILLATOR, CRYSTAL S/N 00124H		6. QUANTITY 1 EA	7. UNIT COST \$422.00	8. TOTAL COST \$422.00		
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) During the ship's pre-overseas movement period, the S-1 division of the supply department was conducting a validity inventory of H-storeroom, which is the storage area for all DLR items, on JD 92063. During the inventory, the Oscillator could not be located (see attached details) (*) NCISRA San Diego notified 05 MAR 92, declined investigation of inventory loss.			<input checked="" type="checkbox"/> LOST	<input type="checkbox"/> DAMAGED	<input type="checkbox"/> DESTROYED		
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) Re-emphasize the importance of proper receipt, storage, and issue of DLR items in accordance with current directives and instructions. Also, stress the importance of personal accountability for items lost, damage, or destroyed as a result of improper storage and/or inventory procedures. Material will be expended from stock records and reordered.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155		b. TYPED NAME (Last, First, Middle Initial) Martinez, Richard. SKC. LCPO		c. AUTOVON / DSN NUMBER 564-3580			
		d. SIGNATURE		e. DATE SIGNED 3/06/92			
12. (X one) <input type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No		b. COMMENTS / RECOMMENDATIONS					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155		d. TYPED NAME (Last, First, Middle Initial) Davis, Larry C. ENS. SC. USN		e. AUTOVON / DSN NUMBER 564-3581			
		f. SIGNATURE		g. DATE SIGNED 3/06/92			
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS / RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No			
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155		e. TYPED NAME (Last, First, Middle Initial) Landers, Coleman, CDR, SC, USN		f. AUTOVON / DSN NUMBER 564-3600			
		g. SIGNATURE		h. DATE SIGNED 3/08/92			
14. APPROVING AUTHORITY							
a. ACTION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS / RATIONALE (*) CNO (N09N1) NAVSURFWARCEDIV, CRANE (3046)		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No			
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155		e. TYPED NAME (Last, First, Middle Initial) Johnson, Charles B. CAPT., USN		f. AUTOVON / DSN NUMBER 564-3601			
		g. SIGNATURE		h. DATE SIGNED 3/10/92			

DD Form 200, FEB 91

Previous editions are obsolete.

S/N 0102-LF-011-9100

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FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) (BACK)

15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>			
<p>The lack of proper custody controls led to the loss of the oscillator. Not all S-1 division personnel have been trained on the proper procedures relating to receipt/storage/issue of DLR items. In addition, a formal training plan had not been developed by LCPO/LPO, and approved by the division officer for the proper security procedures for DLR items.</p> <p>The stock record storekeeper is to incorporate a DLR check list to be supervised by the Leading Petty Officer (LPO) conducting receipt, storage, and issue of DLR items into division training programs. Furthermore, the storeroom storekeeper will insure that DLR items received are accounted for daily, and once a month as operational commitments permit, a complete inventory of H-Storeroom will be conducted in addition to annual inventory requirements for those such items. Also personnel accountability should be stressed both to the storeroom storekeepers and to all S-1 division personnel who may be entrusted with such material.</p> <p>It is further recommended that SK2 Gleason and SK2 Benson be relieved of financial liability.</p>			
(*) Information assigned by activity security office			
b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY	
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	f. TYPED NAME <i>(Last, First, Middle initial)</i>	g. AUTOVON/ DSN NUMBER	
	Harris, J. T. LCDR, USN	564-1110	
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYMMDD)</i>	i. DATE APPOINTED <i>(YYMMDD)</i>	
R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155	920308	920306	
	j. SIGNATURE	k. DATE SIGNED	
		92 MAR 08	
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)			
<input type="checkbox"/> (1) Submit the attached statement of objection. <input checked="" type="checkbox"/> (2) Do not intend to make such a statement.			
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY			
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	d. TYPED NAME <i>(Last, First, Middle initial)</i>	e. SOCIAL SECURITY NUMBER	
f. AUTOVON/ DSN NUMBER	g. SIGNATURE	h. DATE SIGNED	
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD			
R52707-2069-8130			
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>	c. TYPED NAME <i>(Last, First, Middle initial)</i>	d. AUTOVON/DSN NUMBER	
R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155	Hunter, M. L. LT. SC. USN	564-1386	
	e. SIGNATURE	f. DATE SIGNED	
		3/10/92	
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2. DISTRIBUTION OF FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) AFTER FINAL ACTION.

a. Original. Original with all attachments will be retained at the activity (if not required by higher authority - refer to par. 5133).

b. Duplicate. Duplicate is returned to the appropriate property officer to replace quadruplicate copy which may then be destroyed (if not required by higher authority - refer to par. 5133).

c. Triplicate. Triplicate copy is destroyed if pecuniary liability is not assessed. If pecuniary liability is assessed, send a copy to the disbursing officer who will:

(1) Prepare a DD Form 139 "Military Pay-Adjustment Authorization" for charging naval personnel. (See par. 5132.)

(2) File the document in the financial folder of officers pending collection.

(3) The remaining copies will be retained by the person who initiated the survey for local use.

(4) If material is to be repaired, send a copy to the activity performing repair.

d. Other. Copies of Reports of Survey exceeding \$100,000 will be forwarded to the TYCOM with the monthly financial returns.

5132 STATUTORY REQUIREMENTS AND LIMITATIONS REGARDING WITHHOLDING THE PAY OF PERSONNEL

1. STATUTORY AUTHORITY. There is no statutory authority for the withholding of pay of non accountable persons for the loss of or damage to government property. It is the policy of the Department of the Navy that, in the absence of statutory authority, an individuals pay may not be withheld for loss of or damage to government property unless the individual voluntarily consents to the withholding. However, under the provisions of Title 31, United States Code 89-92, the Commander, Naval Supply Systems Command is authorized to make determinations relating to the responsibility of accountable officers for the loss of property entrusted to them, which occurred through the negligence of the accountable officers. Determinations of Commander Naval Supply Systems Command are made on the basis of technical and legal review of evidence contained in investigations conducted in accordance with the provisions of the JAG Manual Section 0237. The indebtedness of an accountable officer is established when the commander or director certifies charges to the General Accounting Office; and this is considered sufficient to permit withholding of current pay, as well as final pay, as prescribed in the Department of Defense Pay and Entitlements Manual, 70702. For non accountable persons, indebtedness may be established pursuant to the provisions of the JAG Manual, Section 0167 and NAVCOMPT manual 041501-041503.

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2. REIMBURSEMENT TO THE GOVERNMENT. Collection or checkage of pay for loss or damage to government property by naval personnel is not authorized unless the member concerned voluntarily consents, in writing, to such action (refer to NAVCOMPT Manual, par. 043114-2). If he/she voluntarily agrees, the following procedures apply.

a. Collections from Enlisted Personnel. The Commanding Officer, officer in charge, or designee advises the enlisted personnel of:

- (1) right to legal counsel,
- (2) right to rebut the findings,
- (3) right to make remittance direct to the disbursing officer, and
- (4) right to appeal the finding of the Report of Survey.

b. Collections from an Officer or Warrant Officer. When an officer or warrant officer is held pecuniary liable, the Commanding Officer, officer in charge, or designee performs the following:

- (1) notifies the individual of his/her rights and requests that he/she:

(a) remit the amount to the local disbursing officer and furnish a copy of the receipt to accompany the Report of Survey,

(b) authorize preparation of a DD Form 139 "MILITARY PAY ADJUSTMENT AUTHORIZATION" as provided in the DODPM (PT-7).

- (2) sends a copy of the DD Form 200 to the disbursing officer for collection.

c. Evidence of Negligence - Reimbursement. If the results of the research are positive, and the responsible individual admits pecuniary liability for a loss, damage, or destruction not exceeding \$500, he may agree to reimburse the Government in one of two ways:

(1) He may pay in cash, in which case a Cash Collection Voucher (DD Form 1131) will be processed.

(2) He may authorize preparation of a DD Form 139 "Military Pay Adjustment Authorization" authorizing a deduction from his pay as provided in the DODPM (PT-7).

If the amount exceeds \$500, a FLIPL (DD Form 200) will be processed.

5133 REVIEW OF THE SURVEY REPORTS BY BUREAUS, COMMANDS, AND INVENTORY CONTROL POINTS

The original of the FLIPL (DD Form 200) will be forwarded to the cognizant bureau, command, or inventory control point for approval, and a copy sent as follows:

<u>Type of material surveyed</u>	<u>Survey sent to</u>	<u>Number of copies sent</u>
Aviation fuel under SUADPS AV (207)	NAVICP MECH (Code 7231)	One
	Appropriate DFAS	One
Boats	NAVSEA	Original

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<u>Type of material surveyed</u>	<u>Survey sent to</u>	<u>Number of copies sent</u>
Bulk fuels and bulk lubricating oil in Navy tankers	NAVICP MECH (Code 7231)	Original
Bulk fuels and bulk lubricating oil in all ships	Navy Petroleum Office Cameron Station, Alexandria, VA 22314	One
Cognizance symbol 2S/ Special Material Identification Code (SMIC) X1 reactor plant components which cannot be located.	NAVSEA (code 08H)	One
Cognizance symbol 2F portable Radiac equipment which is missing or beyond repair	NAVSEA (04RM)	One copy, attached to the DD Form 1348 when requisitioning a replacement item (see par. 3280).
Cognizance symbol 7Z GPETE which is missing or beyond repair	NAVICP MECH (Code 05313)	One copy, attached to the DD Form 1348 for the replacement item, if requisitioned (see par. 3279-3)
Destruction of ammunition or explosives which has occurred without prior NAVSEA authorization	NAVSEA (Code 66)	Original
Lost, damaged, or destroyed United States Nuclear Regulatory Commission (USNRC) produced war reserve stockpile nuclear weapons, major assemblies and major components	see Navy Special Weapons Ordnance Publications 56 for additional details and distribution of survey report	
Lost or stolen small arms, ammunition, and explosives	Naval Weapons Support Center, Crane, IN and NAVICP MECH	One copy, annotated NAVSEA Report 8370-1 One copy, annotated NAVSEA Report 8370-1
Presentation Silver (see par. 8132)	NAVSUP (SUP 51)	Original
Valuable gifts, other than presentation silver	Curator for the Navy Historical Center, Washington, DC 20374-0571	One

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5134 MISSING, LOST, STOLEN, OR RECOVERED GOVERNMENT PROPERTY (OPNAV REPORT 5500-1)

1. GENERAL. Congress has mandated that the Department of Navy maintain accurate inventories and report material/inventory losses. The Navy's credibility for justification of future funding for systems and spare parts can only be achieved through accurate property records which includes reported losses. The Secretary of the Navy has established a program through SECNAVINST 5500.4 (series) to report Missing, Lost, Stolen or Recovered (MLSR) material. Reports of missing, lost or stolen items are made by a completed copy of a Financial Liability Investigation of Property Loss (DD Form 200) or Report of Discrepancy (ROD) (SF Form 364). If you are required to complete a DD Form 200 to adjust plant or minor property or inventory records, the completed form becomes the vehicle for the MLSR submission. The ROD becomes the reporting vehicle if the shipper denies credit for reported non receipt or shortages on supply requisitions. MLSR report number will be assigned for each reported incident and shall be numbered sequentially for each calendar year. Example: 1992/001-INITIAL. Losses and gains resulting from stock record adjustments will not be reported as MLSR unless the item(s) qualify under other criteria.

2. CRITERIA FOR REPORTING MLSR.

a. The following items are reported using DD form 200 or SF-364:

(1) All items with replacement cost greater than \$100.00 that is stolen or suspected stolen;

(2) All Arms, Ammunition and Explosives (AA&E) not reportable within 48 hours (SECNAVINST 5500.4 (series));

→ (3) All Plant and Minor property

b. The following items must be initially reported by message within 48 hours in accordance with SECNAVINST 5500.4 (series). Completed DD Form 200 or SF-364 may be used for the final report.

(1) Arms, Ammunition, and Explosives (AA&E), categories and volumes as listed in SECNAVINST 5500.4 (series);

(2) Pilferable items;

(3) Classified equipment (i.e. Controlled Cryptographic Items (CCI)) and Repair parts, excluding Cryptographic items accountable within the COMSEC material system;

(4) Precious Metals (i.e. Presentation silver).

c. In known or suspected theft cases, you must notify the nearest or supporting Naval Criminal Investigative Service (NCIS) Agent (usually the homeport of the Naval Criminal Investigative Service Resident Agent (NCISRA) or the Naval Criminal Investigative Service Resident Unit (NCISRU). Recovered reports are also an important and essential part of the MLSR program. Items recovered (e.g. found or received without having been requisitioned), must be recorded and reported on the DD Form 200. No other paperwork need be generated for the MLSR report. If you subsequently find, receive or otherwise account for a previously reported MLS item, simply write "RECOVERED" in bold letters across the front of the DD Form 200 or SF 364 and redistribute.

2. MLSR REPORT ROUTING. Completed DD Form 200 and SF-364 shall be routed through the activity security officer who shall make the following entries (if no security officer billet exists, the supply or weapons officer should make the entries):

a. On DD Form 200 and SF-364, assign appropriate MLSR report number in the upper right-hand corner of the report form;

b. On DD Form 200, block 9, indicate the word "STOLEN" below the "lost" box if the item meet the criteria; block 10, indicate the date of NCIS notification on all MLSR incidents involving theft of suspected theft. In block 14b, indicate the addressees and submit the DD form 200 as per par. 5134-3;

c. On SF-364, block 12, indicate the date of NCIS notification on all MLSR incidents involving theft of suspected theft. In block 15, indicate the addressees and submit the SF-364 as per par 5134-3.

3. MLSR REPORT SUBMISSION. Submission to the chain of command (Squadron, TYCOM and Fleet) is not required. One Copy of the DD 200 or SF 364 is submitted to the following activities:

a. Commander, Naval Surface Warfare Center Div., (NSWC), (Code 3046), 300 Highway 361, Crane, IN 47522-5001

b. Chief of Naval Operations, (N09N1), Navy Department Washington, DC 20388-5380

Part B: TRANSSHIPMENT**Section I: FREIGHT CARRIED BY NAVAL SHIPS****5176 POLICY**

1. GENERAL. Freight is defined as material received aboard naval ships, as cargo, for shipment to a specified consignee at another location. It is established Navy policy to stringently avoid any competition or semblance of competition in the transportation of cargo and mail not under control, or not owned by, and not of direct interest to the Department of Defense. Consequently, without prior approval, ships may accept only the following for transportation:

- a. valuables, under the unusual circumstances cited in Art. 0763, Navy. Regs.,
- b. material received from other naval ships for delivery to fleet or shore commands of the Navy;
- c. subject to regulations of the Type Commander, any material offered by shore activities which are authorized to make shipments of Department of Defense sponsored cargo.

5177 CARGO SHIPPING DOCUMENTS

When a shore activity tenders material to a naval ship for transportation, it will be covered by an ocean manifest furnished by the loading activity. The ocean manifest consists of a Cargo Manifest (DD Form 1365) or a Transportation Control and Movement Document (TCMD) (DD Form 1384) and a CARGO Manifest Recapitulation (Water) (DD Form 1386-1).

5178 CARGO LOADING PLAN

On ships carrying freight, a cargo loading plan will be prepared by the loading activity showing the location of all items of freight aboard. Stowage plans are subject to the approval of the ship's Commanding Officer.

5179 RECEIVING OF FREIGHT

Supply officers are required to sign receipts for material accepted as freight. Such receipts will indicate only the identification and number of containers or pieces accepted as freight. Supply officers are not required to verify the contents of such containers with items and quantities listed on related invoices or similar material accounting documents; however, all containers or pieces will be visually inspected for evidence of damage or pilferage and exceptions recorded on the receipts.

5180 STOWAGE

Freight will be stowed in spaces under the custody of the Supply Officer unless the size or characteristics of the material being carried makes stowage by another department advisable, in which case the Commanding Officer will direct stowage under the supervision and custody of such other department.

5181 FREIGHT RECORDS

Regardless of the department in whose custody freight is stowed, the Supply Officer will maintain a record of all freight received aboard, retain the shipping papers accompanying the material, and be responsible for its discharge upon arrival at the point of consignment. The record will in all instances indicate the consignor, the consignee, and the stowage location of the material.

5182 DELIVERY OF FREIGHT

When the point to which freight has been consigned is reached, the Supply Officer will notify the consignee or other receiving activity and will forward the shipping papers with the material. Supply officers are required to obtain signatures for receipt of freight.

5183 RELATIONSHIP OF SUPPLY OFFICERS TO CARGO OFFICERS

On ships which are primarily assigned to carrying freight, a cargo officer, who may or may not be in the supply department, will be assigned and will assume all responsibility for the receipt, custody, and delivery of freight.

5184 COMPLETE AIRCRAFT

1. RESPONSIBILITY OF THE COMMANDING OFFICER. When complete aircraft are aboard for ferrying, the Commanding Officer will transfer them to the activity to which they are consigned by the use of the Aircraft Inventory Record (OPNAV 4790/111). The AIR consists of the following:

- a. Binder, OPNAV 4790/109 (formerly DD 780),
- b. Title Page and Sectional Breakdown Diagram, OPNAV 4790/110,
- c. Equipment List, OPNAV 4790/111 (formerly DD 780-1),
- d. Shortages List, OPNAV 4790/112 (formerly DD 780-2),
- e. Certification and Record of Transfer, OPNAV 4790/104 (formerly DD 780-3).

2. AIRCRAFT INVENTORY RECORD (AIR). Complete aircraft will not be invoiced. Transfer will be made by use of the AIR, which is prepared by the aircraft manufacturer and approved by NAVAIRSYSCOM for each model of aircraft. The AIR contains lists of material to be inventoried at the time of transfer and a report of the inventory. The AIR is to be filled in jointly by both parties to the transfer. When completed, it will indicate in detail the items transferred and missing upon inventory. It provides a rapid and accurate method for the inventory of aircraft and is required as a record of the transfer of complete aircraft between naval activities and will remain with the aircraft in the same manner as other records pertaining to the aircraft. AIRs are furnished automatically with new aircraft. Air officers of activities handling aircraft which do not contain the AIR will reconstruct the AIR using a copy of the Master Aircraft

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Inventory Record (MAIR) provided by the Naval Air Systems Command (NAVAIRSYSCOM) and a physical inventory. Upon the "striking" of the aircraft, disposition instructions for the AIR will be provided by NAVAIRSYSCOM. The AIR will list the following types of material:

- a. Items essential to the execution of the designated function of the airplane, excluding items which are riveted, bolted, or rigidly fixed to the airplane;
- b. items essential to the safety of the crew, excluding items which are personal issue;
- c. items essential for maintenance purpose (usually none for carrier types);
- d. items subject to pilferage.

3. MATERIAL MISSING ON INVENTORY. At the time of the inventory of an aircraft which is being transferred, it will be the responsibility of the Commanding Officer of the transferring activity to insure the completeness of the aircraft being transferred. It will be the responsibility of the transferring activity to supply any items which are found to be missing. If it is impossible for the transferring activity to supply the missing items, an appropriate entry will be made on the AIR in accordance with the guidance contained in OPNAVINST 4790.2 series.

4. SPECIAL EQUIPMENT. Special equipment is installed from time to time in order to fit aircraft for special missions or to meet peculiar operation conditions. Such additional equipment will be listed in the Aircraft Inventory Record on the blank pages headed "Force command Addenda". Appropriate note will be made on such pages, referencing the order which required the addition of the equipment. As long as the order remains in effect, the equipment thus added will be transferred and inventoried in the same manner as other equipment indicated by the AIR. If the order is revoked or terminated or if the aircraft containing the installation is transferred outside the area in which the order is effective, the transferring activity will remove the special equipment prior to transfer, and a notation to the effect will be made on the addenda. A report of such action will be forwarded to the authority who originally required installation, requesting orders concerning disposal of the equipment. If equipment listed in the AIR is removed pursuant to an order effective throughout a fleet or force command, a record of such removal will be made on the blank pages headed "Force command deletions". The order will be referenced, and a receipt covering temporary custody of the material will be entered on such blank pages. As long as the aircraft remains within the command issuing the order, it will be transferred without the material in question. If the aircraft is transferred to another command, the equipment will be reinstalled by the transferring activity prior to transfer.

5. SHIPMENT OF DAMAGED AIRCRAFT. When it becomes necessary to ship a damaged aircraft to a base or station, the pilot will report to the Commanding Officer of the ship or station to which the aircraft is assigned for information and to the commander of naval air bases in whose district the aircraft is located for assistance in dismantling the aircraft, preparation for shipment, and protection of classified equipment.

Part C: SUPPLY AND FINANCIAL MANAGEMENT (SFM) PROCEDURES

5202 MATERIAL EXPENDITURE

Users may enter the expenditure number of a survey document for stocked material as an MTIS transaction and avoid the LBI transaction (e.g. damaged DLR, expired shelf life material), thus promoting system data accuracy.

5205 MATERIAL TRANSFER IDENTIFICATION AND RECORDING

The SFM subsystem allows users to identify and record material transfer from stock, either to another ship (OSO transfer) or to a supply activity (MTIS). The material being transferred can be identified by stock number or part number/CAGE. To record an OSO transfer of material, the receiving unit's requisition number, fund code and the quantity being transferred is recorded in the SFM subsystem to decrement the on hand balance of the applicable SRF record and to generate the appropriate "A" or "B" Summary. To record an expenditure by MTIS, the expenditure number of the transferring unit, the routing identifier of the receiving supply activity and the quantity turned in will be recorded in the SFM subsystem to decrement the on hand balance of the applicable SRF record. Neither the transfer or turn-in of material will affect the ship's financial OPTAR balance. More information concerning Reports 021, 043 and 064 is provided in Appendix 25.

Part D: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM - REAL TIME (SUADPS-RT) PROCEDURES

Section I: TRANSFERS, SALES AND SURVEYS

5300 INTRODUCTION

1. GENERAL. All transfers and cash sales of material from a SAC 207 activity to a nonsupported activity (except excess offloads) will be processed using the SUADPS-RT Material Requirements External (MRE) Function except USID A activities which will use UNREP. Transfers are classified into the following types:

a. Transfers To End-Use Operating Forces (DI X34). The service designator code assigned to the activity will normally be R or V and the fund or accounting code will indicate that DFAS will be the authorized accounting activity (AAA).

b. Transfers To End-Use Shore Activities (DI X38). The activity's service designator code is N, fund code or accounting data cited is not NWCF and AAA is other than DFAS.

→ c. Transfers To NWCF Activities (Other Supply Officers) (DI X37). The accounting data cited or applicable to the fund code on the transfer document must contain the NWCF appropriation 97X4930. This category includes SAC 207 ships and activities and NWCF facilities ashore (FISC, NSY, or NAS).

d. Offload Of Excess Material (DI X37). See pars 5320-5330.

e. Cash Sales (DI X35). See pars 5040-5049.

5301 TRANSFERS TO MARINE CORPS, SHIP'S STORE, AND MSC ACTIVITIES

1. TRANSFERS TO MARINE CORPS UNITS. Transfers from any SAC 207 activity to Marine Corps units whose request cites Operations and Maintenance, Marine Corps funds will be processed using the MRE function transfer to end-use option. Entries in the validation and control files are the same as for Navy afloat activities, except that service designator code M is used.

2. TRANSFERS TO SHIP'S STORES. When material is transferred from SAC 207 stock to either the activity's own ship's store or another activity's ship's store, the request must cite a ship's store serial number, fund code NZ, and cognizance symbol 1Q (regardless of the cognizance symbol assigned to the BMF record). The transfer will be processed using the MRE function, OSO transfer option.

3. TRANSFERS TO MILITARY SEALIFT COMMAND (MSC) SHIPS. Transfers of material (other than APA material and 1Q COG material) to MSC ships will be processed as a transfer to end-use operating forces (except that transfers to MSC T-AFS ships will be processed as OSO transfers in accordance with SUADPS-RT Support Procedures, Volume II). Transfers of APA and 1Q COG material will be processed as cash sales in accordance with pars 5040-5049.

5302 CONTROL AND VALIDATION FILES

1. GENERAL. Entries in the following Control and Validation Files are required in order to process transfer/cash sale transactions in SUADPS-RT:

- a. Customer Identification File (this will include all supported and nonsupported activity UICs and supported activities' serial numbers for assignment on the expenditure document),
- b. Fund Code Data File,
- c. Appropriation File.

Instructions for establishing control and validation file records are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 6.

5303 PROCESSING PROCEDURES

1. GENERAL. The customer request will be submitted to the customer service division for entry into SUADPS-RT or manual processing. Normally, transfers/cash sales will be accomplished on a Fill or Kill basis with quantities canceled that are not available.

2. TRANSFER/CASH SALE PROCESSING IN INTERACTIVE MODE. When on-line processing is used, the MRE data entry screen will be completed using data taken from the customer's request document. SUADPS-RT will validate the data, determine availability of the requested material or substitute, and produce a picking ticket. A record for each picking ticket produced will be established in the Issue Pending File. Storage personnel will locate and deliver the material to the customer using the computer-produced picking ticket. Picking tickets will be annotated and distributed according to pars. 6832-6833. The transfer/cash sale will be recorded using the Warehouse Processing Function described in Chapter 3 of the SUADPS-RT Support Procedures, Volume II.

3. MANUAL TRANSFER/CASH SALE PROCESSING. The customer request will be compared to the MSSLL and the location of the material annotated on the document. If a substitute or updated stock number is to be issued, the original stock number will be lined out and the new number entered. One copy of the request document will be placed in the Issues Pending File (Manual). The annotated and approved issue document will be used to locate and deliver the material to the customer. The document will be processed in the same manner as off-line issue documents, except that all unfilled quantities will be canceled. After the material is delivered and the receipt signatures are obtained, the request document will be returned to the customer service division for post-issue processing. The customer service division will remove (and destroy) the suspense copy of the request document from the Issues Pending File (Manual). The completed transfer/cash sale document will be placed in the Post-post Transaction Holding File until the transfer/cash sale can be recorded in SUADPS-RT. When SUADPS-RT becomes available, the transactions in the Post-post Transaction Holding File will be recorded using the Post-post Option of the MRE function (see Chapter 3 of the SUADPS-RT Support Procedures, Volume II).

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5304 FILES UPDATED

1. BASIC MATERIAL FILE. Upon completion of a transfer/cash sale, the on-hand quantity will be reduced by the quantity transferred/sold to reconcile the BMF with storeroom quantities.
2. FINANCIAL HOLDING FILE. Upon completion of a transfer/cash sale, the transfer record (DIs X34, X35, X37, or X38) will be added to the file and held until all financial posting and reporting has been completed by the end of the month's financial processing.
3. MATERIAL TRANSACTION LEDGER FILE. Upon completion of a transfer/cash sale, this file will reflect the transfer image for subsequent research through the CTL.

5310 SURVEYS

Upon completion of the survey process, the approved DD Form 200 will be used to expend the material from the Basic Material File. If an inventory adjustment has been previously processed, the inventory adjustment must be reversed prior to processing the survey. Surveyed material will be expended from SUADPS-RT stock and financial files by the SUADPS-RT Survey Adjustment Function (DI X43). Instructions are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 2.

Section II: MECHANIZED OFFLOAD**5320 INTRODUCTION**

1. GENERAL. The SUADPS-RT mechanized offload (DI 083) program provides the Supply Officer with the capability to identify stock items with excess material on hand. Offload listings in NIIN and descending money value sequence will be produced to assist in the management of the offload evolution. Access to the mechanized offload programs should be granted only to appropriate personnel trained in offload updating procedures. SUADPS-RT will process offload transactions as other supply officer (OSO) transfers by batch MRE processing of records in the Offload File.
2. FREQUENCY. The mechanized offload programs should be requested at least once each month as part of the normal supply work load and whenever the SAMMA/SAL Report (DI 008, par. 6857) indicates excess material on hand exceeds established Fleet and Type Commander standards. Monthly offloads should not be processed until Demand History Processing and SAMMA/SAL reports have been produced and required corrective action has been accomplished. The offload of excess material will also normally be required after major changes to allowance or load lists are processed.
3. COORDINATION WITH SHORE ACTIVITY. A meeting with the activity's customer services officer should be arranged prior to commencing major offload evolution's. This meeting should be used to determine the procedures to be used during the offload and what assistance will be provided by the shore activity.
4. PROGRAMMED EXCLUSIONS. The SUADPS-RT mechanized offload is programmed to exclude BMF records meeting the following criteria:
 - a. cognizance symbol equals 9M (subsistence items), 9X (petroleum products), or 7Z (GPETE);
 - b. BMF offload-reorder indicator is set indicating a previous offload or reorder is in process in which the item is included.
5. EXCESS STOCK MATERIAL DEFINITIONS. The terms Unauthorized Long Supply (ULS) and Redistributable Assets Onboard (RAB) are used to describe that portion of stock material above the requisitioning objective (RO) and authorized retention levels. The quantity of material identified as excess by the mechanized offload program will vary according to the allowance type code assigned to the individual item. The formulas for SUADPS-RT computation of excess and offload quantities are defined in the SUADPS-RT Support Procedures, Volume I, Chapter 4.
 - a. For AT codes 1 - 5, excess material is that quantity greater than the requisitioning objective plus the authorized retention quantity for NSA material and all material over the requisitioning objective for APA/DLR material.
 - b. For AT codes 6 and 8, all material on hand is considered excess.

c. All AT code 7 material is excess, but because of its relatively low money value it will only be offloaded from ships during Integrated Logistics Overhauls (ILO) or as part of ReAVCAL evolution's performed ashore. Other activities will offload AT code 7 material as workload or other circumstances permit.

d. All AT code 9 material on hand in quantities greater than that required to satisfy deficiencies of the primary stock number is considered excess.

5321 MATERIAL TURNED INTO STORE EXCESS AND DISPOSAL VISIBILITY PROGRAM (MEDVIS)

1. GENERAL. MEDVIS, which was developed to improve MTIS processing, is a front end screen for SAC 207 Navy consumer level assets returning to the supply system. It provides the Navy with an automated means for offering MTIS assets to activities where shortages exist before offering those assets to DLA ICPs. The ship sends a tape of excess assets (DI 083, see par. 5320) to the FISC. The FISC will then provide the ship with bar-coded pick tickets for all items.

5322 OFFLOAD PROCESSING

1. GENERAL. The offload process requires interactive and batch processing by SUADPS-RT and manual processing by storage and stock control personnel. The complete offload process is accomplished in phases as follows:

- a. Select offload candidates and produce a tape for delivery to the MEDVIS activity.
- b. Locate, pick and stage material (using offload documents received from the MEDVIS activity).
- c. Update offload records.
- d. Release offload records for Material Requirements External (MRE) processing.
- e. Deliver material.

5323 SELECT OFFLOAD CANDIDATES

1. GENERAL. The offload process is initiated by completing the mechanized offload select and batch processing request screens in accordance with the SUADPS-RT Support Procedures, Volume I, Chapter 4. When the job has been approved and processed, the Basic Material File (BMF) will be screened and those records in an excess position matching the request parameters will be selected for offload consideration and a record will be established in the Offload File (OFF). The following options are available:

- a. Money Value One (MV1). A monetary value must be specified and only those records with an excess value greater than specified will be included. The value may be 0000 if all excess records are to be reviewed or included in the offload. This option allows selection of the fewest items with greatest impact on the total value of excess material on hand.

b. Money Value Two (MV2). This value is applicable to AT Code 6 records only and further constrains the records selected. When a value is specified, it must be greater than MV1. AT Code 6 material with an extended money value greater than MV2 will be selected for offload. Records with an extended money value less than MV2 but greater than MV1 will be retained as AT code 6 material. When the extended money value of the AT Code 6 record on hand is less than MV1, the AT Code will be changed to 7 and the material retained onboard. MV2 will be set to \$20.00 by SUADPS-RT if a money value is not specified by the requester.

c. POS/DBI Factor. This option allows the user to establish the authorized retention level of NSA POS material at a specified number of months usage. The BMF average monthly demand is multiplied by the factor selected and the result is added to the RO in the computation of the offload quantity. The number of months specified must be between 01 and 18.

2. OUTPUT OPTIONS. The offload select screen requires the user to specify the type of output desired. The option for DD Form 1348-1A will be used, then the FAS must coordinate with the ADP division to ensure a tape is produced for delivery to the MEDVIS activity. Listings may also be produced as follows:

a. Offload Stock Control Report. This report will list, in NIIN sequence, all items selected for offload (see sample Appendix 15). Items with more than four locations will have the fourth location field set to the notation "ADDLOC". Stock control must query the BMF to determine the additional locations and write them on the documents forwarded to storage (DD Form 1348-1A). The report will be used by stock control to monitor the return of documents sent to stores division.

b. Offload Report by Extended Money Value (EMV). This report will list, in descending EMV sequence, all items selected for offload consideration (see sample Appendix 15). The report provides management the means to identify those items with a high money value that will have the greatest impact on reducing the total value of excess material onboard. These items should be offloaded first when work load precludes the offload of all items selected.

c. General Selector. The general selector capability allows tailoring of the offload to almost any category of material identifiable by data elements in the BMF. Instructions for use of the general selector capability are contained in the SUADPS-RT Support Procedures, Appendix 19.

3. FILES UPDATED. The following SUADPS-RT files will be updated upon completing the mechanized offload select and batch processing request screens:

a. Basic Material File (BMF). The offload reorder indicator will be set to "O" on records selected for offload to prevent inclusion in subsequent stock reorders or offloads.

b. Offload File. A record in OSO Transfer format will be added to the file for each item to be included in the offload. This file will ultimately be used to update BMF stock and financial records.

Material Expenditure and Shipment

5324

5324 LOCATE, PICK AND STAGE MATERIAL

1. GENERAL. During this phase of the offload evolution, storeroom/warehouse personnel will locate, count, and stage the appropriate quantity of excess material using the bar-coded DD Form 1348-1A provided by the MEDVIS activity. The offload documents will be annotated with changes that may be necessary to the offload and retain quantities.

2. OFFLOAD AND RETAIN QUANTITIES IN AGREEMENT. When the quantities to be offloaded and retained both agree with the document quantity, the transaction will be processed as follows:

- the offload quantity will be pulled and staged;
- both quantities will be circled and the DD Form 1348-1A will be initialed and dated (see sample below);
- the 2nd, 3rd and 4th copies of the DD Form 1348-1A will be attached to the material for distribution by the receiving activity;
- the original and remaining copies of the DD Form 1348-1A will be returned to stock control for updating of SUADPS-RT files.

DD FORM 1348-1A WHEN OFFLOAD AND RETAIN QUANTITIES ARE IN AGREEMENT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70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Material Expenditure and Shipment

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4. OFFLOAD QUANTITY DIFFERS FROM DOCUMENT QUANTITY. When the quantity to be retained equals the document quantity but the offload quantity is different, an inventory adjustment will be required (see par. 6802). The transaction will be processed as follows:

- the retain quantity will be circled;
- the offload quantity will be lined out and the quantity actually located and staged for offload will be entered and circled;
- the DD Form 1348-1A will be initialed and dated (see sample below);
- the 2nd, 3rd, and 4th copies of the DD Form 1348-1A will be attached to the material for distribution by the receiving activity;
- the original and remaining copies of the DD Form 1348-1A will be returned to stock control for updating of SUADPS-RT files.

DD FORM 1348-1A WHEN OFFLOAD QUANTITY DIFFERS FROM DOCUMENT QUANTITY

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5325 UPDATE OFFLOAD RECORDS

As the offload documents are received from the storeroom, they will be checked off on the Offload Stock Control Report. If changes have been made to the offload and/or retain quantity, the offload file records must be updated (see SUADPS-RT Support Procedures, Volume I, Chapter 4).

5326 RELEASE OFFLOAD RECORDS FOR MRE PROCESSING

1. GENERAL. Upon completion of the updating process, the updated offload records must be released for MRE batch processing (see SUADPS-RT Support Procedures, Volume I, Chapter 4).
2. INVENTORY ADJUSTMENT. When the actual offload quantity is less than or equal to the BMF on-hand quantity, the offload will be processed. If the actual offload quantity is greater than the BMF on hand, the offload will suspend. The retained and offload quantities on the DD Form 1348-1A must be reviewed by appropriate personnel to determine if adjustment is required.
3. RELEASE PROCESSING OUTPUT. Output from the Offload Release Processing Function will consist of an Offload Documents Released Listing and an Offload Actions Canceled Listing (see samples Appendix 15). These listings will be retained in stock control for historical purposes and together will account for each record appearing on the Offload Stock Control Report. The Supply Officer or designated assistant will sign the Offload Documents Released Listing indicating approval to transfer the material to the shore activity.
4. FILES UPDATED. Upon completion of offload release and MRE processing, the following SUADPS-RT files will be updated:
 - a. Basic Material File (BMF) - the on hand quantity will be reduced by the offload quantity and the offload reorder indicator will be cleared;
 - b. Financial History File (FHF) - the OSO transfer record will be added to the file and held until all financial posting and reporting have been completed by the monthly financial process;
 - c. Material Transaction Ledger (MTL) - the OSO transfer will be added to the file for historical and auditing purposes.

Section III: MANUAL OFFLOAD**5330 INTRODUCTION**

1. GENERAL. When the volume of material does not warrant using mechanized offload procedures, the transfer may be accomplished manually and records adjusted using the SUADPS-RT MRE function. Material offload in this manner must be identified and the excess quantity determined prior to recording the transaction in SUADPS-RT using either the post-post or pre-post method. Any required inventory adjustments will be made in accordance with par. 6802.

2. POST-POST METHOD. When using the post-post method of offload, identification of items and quantities, documentation, and physical movement of material will all be accomplished prior to recording the transfer in SUADPS-RT. Documentation will be a DD Form 1348-1A prepared and distributed in accordance with pars. 5067-5068. The processing steps for the post-post method are as follows:

- a. Stock control or other work centers will identify or recommend the items and quantities to be offloaded, then a DD Form 1348-1A will be prepared and forwarded to the stores division. The 6th copy of the DD Form 1348-1A will be retained by stock control as a suspense copy to monitor the progress of the offload and ensure return of all documents.
- b. Storage personnel will locate, pick, and stage the material for turn-in. The 2nd, 3rd, and 4th copies of the DD Form 1348-1A will be attached to the material.
- c. The material will be delivered to the shore activity and receipt signatures will be obtained as required. The original and remaining copies of the DD Form 1348-1A will be returned to stock control and matched with the suspense copy.
- d. Stock control will record the transfer of the material using the Offload Option of the SUADPS-RT MRE function in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 3.
- e. The completed DD Form 1348-1A turn-in document will be filed in the Expenditure Invoice File for historical and auditing purposes.

3. PRE-POST METHOD. The material to be offloaded will be pre-determined by stock control or other supply work centers and the offload transaction initiated via the MRE function. SUADPS-RT will generate the DD Form 1348-1A and establish a record in the Issue Pending File (IPF). After the material has been removed from the storage location and staged for turn-in, the transaction will be completed via the SUADPS-RT Warehouse Processing function. The processing steps for the pre-post method are as follows:

- a. Stock control will determine the items to be offloaded and initiate the offload transaction using the SUADPS-RT MRE function in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 3.

5330

Material Expenditure and Shipment

- b. Storage personnel will locate, pick, and stage the material for turn-in. The 2nd, 3rd, and 4th copies of the DD Form 1348-1A will be attached to the material.
- c. Storage personnel will complete the transfer and update SUADPS-RT files using the Warehouse Processing function in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 3.
- d. The material will be delivered to the shore activity and receipt signatures will be obtained as required.
- e. The completed DD Form 1348-1A turn-in document will be forwarded to stock control for filing in the Expenditure Invoice File.

AFLOAT SUPPLY PROCEDURES

CHAPTER 6: INVENTORY MANAGEMENT

Part A: GENERAL INSTRUCTIONS

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CHAPTER 6

INVENTORY MANAGEMENT

Part A: GENERAL INSTRUCTIONS

Section I: INTRODUCTION

6000 SCOPE

Instructions contained herein have general application to all ships and are designed to provide optimum uniformity in afloat inventory management procedures. Effective inventory management cannot be the responsibility of any single functional area. It depends on the effective performance of receipt, procurement, expenditure, and inventory personnel in their respective areas.

6001 INVENTORY MANAGEMENT SEGMENT

1. GENERAL. Shipboard material inventories are divided into segments for management purposes as follows:

- a. Reactor plant support material in nuclear powered ships (see par. 6009-3),
- b. Operating space items are those items in the custody and under the management of the department heads. Certain operating space items which require special inventory control are designated as "controlled equipment".
- c. Repair parts are in the custody of the Supply Officer when supply department stowage space permits and always are under his management.
- d. Consumables are in the custody of the Supply Officer when supply department stowage space permits. Stocked consumables (i.e., consumable items "carried" as supply department stock) are managed by the Supply Officer whether such items are stored in supply department spaces or in other departmental spaces. Non stocked consumables (i.e., consumable items "not carried" as supply department stock) are in the custody and under the management of other department heads.
- e. Maintenance Assistance Modules (MAMs) are in the custody of the cognizant department head and will be located in the appropriate operating and maintenance spaces under the sub custody of operating/maintenance personnel.

6002 OBJECTIVES

1. GENERAL. Adherence to established inventory control procedures and accurate documentation of valid usage data are essential to the maintenance of prescribed endurance levels of stock required to sustain shipboard operations and to insure maximum material readiness of the ship. Inventory control procedures prescribed in this chapter are designed to:

6002

Inventory Management

- a. focus attention on the relatively few items that will satisfy the majority of on board demands for material;
- b. provide for the accumulation of accurate consumption data required for SEAS and the 3-M program and for maintaining adequate supply levels;
- c. establish a historical demand file for accumulating usage data for not carried (NC) material;
- d. ensure that there is COSAL support for the parent equipment of each requested NC repair part;
- e. reduce physical inventory requirements and prescribe standard physical inventory procedures;
- f. ensure inventory data accuracy of the stock records and reduce the number of stock record data changes required to be made.

6003 SHIPBOARD STOCK LEVELS

The basic Navy policy governing the range and depth of stock material which each ship is required to carry for self support is stated in OPNAV Instruction 4441.12 series. In essence, the range and depth of non demand based items will be limited to COSAL items and quantities, and the range and depth of demand based items will be determined from usage and prescribed average endurance levels. To the extent of available stowage space, ships that are assigned missions involving extended deployment (in excess of 60 days) and which are not normally supported by Combat Logistic Forces (CLF) will provide endurance commensurate with the period of deployment required by their missions. The average endurance levels of demand based repair parts and consumables to be carried by each ship for self support are as follows:

<u>Ship types</u>	<u>Repair parts and equipment related consumables (days endurance)</u>	<u>Non equipment related consumables (days endurance)</u>
Aircraft carriers and CLF ships	75	60
Cruisers	75	45
DD/DDG/FF/FFG and small combatant ships (excluding submarines) of at least 1,000 ton displacement	75	30
AS/Submarines (excluding FBM tenders and submarines which are governed by OPNAVINST 4000.57 series)	75	75
Amphibious ships		
No embarked troops	75	60
Embarked troops	75	45
Non self sustaining ships (landing craft, patrol gunboats, etc., of less than 1,000 ton displacement)	As required to accomplish assigned mission	

6004 FUNDING PRIORITIES

Type commanders will promulgate funding priority instructions to their forces when available operating funds are not adequate to maintain full range and depth of allowances.

6006 RELATIONSHIP TO THE NAVY MAINTENANCE AND MATERIAL MANAGEMENT SYSTEM (3M)

Reporting of supply support of maintenance actions is required by the maintenance data subsystem (MDS) of the 3M system. Existing procedures for inventory control afloat, which are compatible with procedures in the Ships' 3M Manual (OPNAVINST 4790.4 series), make specific provisions for 3M reporting by use of the green copy of NAVSUP Form 1250-1 from nonautomated ships or electronic transmission, in prescribed format, from automated ships.

6007 SUPPLY EDIT, AUDIT AND SIM (SEAS) SYSTEM

Prescribed inventory control procedures provide for required data entries and submission schedules of source documents and reports required by Type Commanders in accordance with SEAS (see pars. 6280-6295). Maintenance related consumption documents submitted by nonautomated ships to Type Commanders (or designated processing facilities) under SEAS are subsequently processed for input to the 3M program.

6008 RELATIONSHIP TO OPERATING TARGET (OPTAR) ACCOUNTING AND REPORTING

The procedures for inventory control afloat are compatible with the OPTAR accounting and reporting procedures in Chapter 9. Postings and adjustments to the Requisition/OPTAR Log (NAVCOMPT Form 2155) will conform with par. 9105.

6009 RESPONSIBILITY

1. STOCK MATERIAL IN SUPPLY DEPARTMENT SPACES. The Supply Officer is responsible for the storage, security, and inventory control of all stock material in his custody. The supply levels to be maintained will be based on authorized allowance lists or demand and the cognizant Type Commanders' funding authorizations (and procurement restrictions, when applied). Normally, the replenishment of frequently demanded items will be assigned a high priority in the utilization of funds authorized by the Type Commander in the quarterly operating target (OPTAR).
2. STOCK MATERIAL IN OTHER DEPARTMENTAL SPACES. When supply department stock material is stored in other departmental spaces (see par. 4500), the Supply Officer will maintain stock records for all stocked material, and will exercise inventory control of such material.
3. REACTOR PLANT SUPPORT MATERIAL. In nuclear powered ships, all reactor plant support material other than controlled equipment is managed as stock material. Any stocked "Q" COSAL SNSL items (i.e., consumables, repair parts, or operating space items) that generally are required to be "in use" or readily available for use in operating spaces may be designated for departmental custody when so authorized by the Commanding Officer. When stocked "Q" COSAL SNSL items are intended to be stored in other departmental spaces, the procedures in par. 4500-2 will be followed. When stocked "Q" COSAL SNSL items are required to be "in use" in other departmental spaces, a list of such items will be prepared jointly by the Supply Officer and the "using" department head. The list will indicate the NSN (or other identification number), description, and allowance quantity of each "in use" item, as well as the name of the individual who normally is in charge of the operating space in which the item is generally used. The list then will be included in a ship's instruction which will clearly delineate the Supply Officer's and custodial department heads' responsibilities for the proper management of stock material "in use". The custodial department head will be responsible for the security and physical inventory of the "in use" items in his custody, and for the prompt submittal of issue request documents (NAVSUP Form 1250-1) to the Supply Officer for the replacement of "in use" items which are unserviceable or missing (see par. 6062-6).
4. NON STOCKED MATERIAL. Allowed material (see Glossary) that is not stocked (i.e., not carried), but which is procured for direct turnover (DTO) to using departments, is managed by the department heads having custody of the material. However, the Supply Officer is required to maintain custody records for items designated as controlled equipment (see Chapter 8, Part A). In addition, the Supply Officer is required to maintain stock records to accumulate usage data for SIM DTO items in nonautomated ships, and for all DTO items in automated ships (see par. 6170 relative to records authorized for collecting DTO usage data in small nonautomated ships which are not required to maintain SIM DTO stock records).

Section II: APPLICABLE FORMS AND PUBLICATIONS**6040 REQUIRED FORMS**

The following is a list of forms which may be required for supply management of general stores:

<u>DD Forms</u>	<u>Title</u>
200	Financial Liability Investigation of Property Loss
1149 (6c)	Requisition and Invoice/Shipping Document
1155-(8c)	Order For Supplies Or Services
1348 (6 PT)	DOD Single Line Item Requisition System Document (Manual)
1348-1A	DOD Issue Release/Receipt Document
1348-6	NON-NSN Requisition (Manual)
<u>NAVSUP Forms</u>	<u>Title</u>
306	Controlled Equipage Custody Record
1075	Afloat Locator/Inventory Record
1114m	Stock Record Card Afloat
1176-1	Julian Date Calendar Perpetual/Leap Year
1220-2	Allowance Change Request
1250-1 (7 PT)	Single Line Item Consumption/Requisition Document (Manual)
1250-2(7 PT)	NON-NSN Requisition Document

6041 PERTINENT PUBLICATIONS

The following is a list of publications considered to be pertinent to inventory management of general stores in afloat units:

Afloat Shopping Guide (ASG) - NAVSUP P-4400 ¹

CINCPACFLT Requisitioning Guide CINCPACFLTINST 4235.3 Series (Not required in the United States except Alaska and Hawaii, except for preparation for overseas movement.)

Consolidated Afloat Requisitioning Guide Overseas (CARGO) - NAVSUP P-4998

Coordinated Shipboard Allowance List (COSAL)

Commercial and Government Entity (CAGE) Code, H4/H8 (Code to Name/Name to Code)

COSAL Use And Maintenance Manual, NAVICPINST 4441.170A, and Demand and Frequency of Demand Historical List (D&FDHL) (developed during ILO)

Depot Level Repairable Requisitioning, Turn-in and Carcass Tracking Procedures, NAVSUP P-545 ¹

Federal Logistics Data (FEDLOG) CD-ROM

Fleet Ballistic Missile Weapons System Master Repairable Listing (FBM MRL) (for FBM ASs and selected AGs)

General Services Administration (GSA) Stock Catalog

Integrated Logistics Overhaul Policy and Procedures Manual (SL-AA-PRO-010 thru 070, Vols I-VII)

Integrated Stock List (ISL) (developed during ILO)

Master Index of APLs/AELs (MIAPL)

MILSTRIP/MILSTRAP Desk Guide, NAVSUP P-409 ¹

Navy Comptroller Manual, Volume 2 (except for ASR type ships)

Navy Index of Publications and Forms, NAVSUP P-2002 ¹

Ship's Maintenance and Material Management (3M) Manual OPNAVINST 4790.4 series

Special Category Item List (SCIL) (developed during ILO)

Servmart Shopping Guide (of supporting supply activity with a Servmart facility)

Supply Afloat Packaging Procedures NAVSUP P-484 ¹

¹ Available on the Naval Logistics Library (NLL) CD-ROM, NAVSUP P-600.

Section III: PHYSICAL INVENTORY**6060 PURPOSE**

1. GENERAL. Physical inventory is a prerequisite to efficient inventory control. The primary objective of a physical inventory is to ensure that the inventory balances as reflected in stock or custody records agree with the actual physical quantities on hand. Other objectives are to:

- a. determine stock deficiencies that require replenishment;
- b. determine and reconcile all differences between physical counts and stock record balances;
- c. determine and implement controls needed to preclude recurrence of significant discrepancies;
- d. ensure that material is correctly identified, properly stowed and in apparent good condition, and that material subject to deterioration or breakage is adequately packaged and/or preserved;
- e. update location and other management data in stock and/or locator records;
- f. consolidate national stock numbers to one location or storeroom, where possible.
- g. provide a basis for adjusting financial balances in inventory control ledgers, if maintained.

6061 TYPES OF PHYSICAL INVENTORY

1. BULKHEAD TO BULKHEAD INVENTORY. A bulkhead to bulkhead inventory requires a physical count of all stock material within the ship or within a specific storeroom or other storage area. A bulkhead to bulkhead inventory of the ship's entire stock of repair parts usually is taken during an Integrated Logistics Overhaul (ILO). A bulkhead to bulkhead inventory of a specific storeroom or other storage area is taken when a random sampling inventory of a particular storeroom or storage area fails to meet the inventory accuracy rate of 90% as prescribed in par. 6061-6c; when directed by the cognizant Type Commander incident to a supply management inspection; when directed by the Commanding Officer; or when circumstances clearly indicate that it is essential to effective inventory control. Prior knowledge of specific stock numbers or individual item locations is not required for a bulkhead to bulkhead inventory of specified storerooms or other storage areas.

2. SPECIFIC COMMODITY INVENTORY. A specific commodity inventory requires the physical count of all items comprising a generic segment of material, i.e., items stocked under the same cognizance symbol or federal supply class or which support the same operational function (e.g., boat spares, electron tubes, boiler tubes, fire brick, etc.). A complete physical inventory of stock material comprising a generic segment is taken under the same conditions as those described in par. 6061-1 for bulkhead to bulkhead inventories. Prior knowledge of specific stock numbers and item locations is required to conduct a specific commodity inventory.

3. **SPECIAL MATERIAL INVENTORY.** A special material inventory requires the physical count of all items which, because of their physical characteristics, cost, mission essentiality, criticality or other reasons, are specifically designated for separate identification and inventory control. Special material inventories include, but are not limited to, stocked items designated as classified or hazardous. Physical inventory of such material is required on a scheduled basis, in accordance with the frequency criteria prescribed in par. 6062-5 for each of the special material categories. Items comprising each special category can be related to a particular element of supply management data normally entered in stock records. For example, hazardous items to be inventoried may be determined from stock records that contain an H, F, M or R in the "HIC" data block. To facilitate determination of special materials requiring periodic inventory, nonautomated ships will maintain either a separate file of NAVSUP Forms 1075 applicable to such items (which can be used repeatedly as count documents) or a NIIN listing of the items comprising each category (the Special Category Item List (SCIL) developed during a ILO is especially suited for this purpose). Prior knowledge of specific stock numbers (or other material identification) and item locations is required to conduct a special material inventory.

4. **SPOT (SPECIFIC ITEM) INVENTORY.** A spot inventory is an unscheduled type of physical inventory which is taken to verify the existence or nonexistence of a specific stock item. Usually, it is taken as the result of a total NIS (not in stock) indication in the issue request when the verified stock record for the requested item shows an on hand balance; as the result of a partial NIS issue transaction when the verified stock record for the requested item reflects an on hand balance in excess of the quantity issued; or when a posted issue document results in a negative stock record balance. A spot inventory also is taken to determine the on hand quantity of a particular item when requested by the Commanding Officer, a Fleet or Type Commander, a cognizant inventory manager, or other competent authority. For example, the Commanding Officer may request the physical inventory of any item that he considers to be highly essential to upcoming operations; a Fleet or Type Commander may need to have total asset visibility of a particularly critical item; or an inventory manager may request physical inventory, disposition, and report of certain items which, after distribution within the supply system, are found to be defective.

5. **VELOCITY INVENTORY.** A velocity inventory is based on the premise that inaccuracies of stock record balances for any given items increase proportionately with issue frequency, and consequently, that most of the physical inventory effort should be concentrated on frequently demanded items. A velocity inventory, therefore requires a periodic physical count of all stock items that experience relatively frequent demands (i.e., "fast movers"), and a physical count of items that experience infrequent or no demands (i.e., "slow movers") only when such items are issued. Periodic inventories of SIM items and post issue inventories of non-SIM items, as prescribed in par. 6062-2 and 4, respectively, are examples of velocity inventories.

6. RANDOM (STATISTICAL) SAMPLING INVENTORY IN AUTOMATED SHIPS. The large number of items stocked by automated ships and the limited availability of physical inventory personnel dictate the need for a selective type of inventory for the greater majority of stock items which are infrequently demanded (i.e., NON DBI/NON POS items). Except for the small percentage of stock items which require complete and periodic inventories (see par. 6062-2, 5 and 6), an acceptable method of determining the current inventory accuracy level and whether or not there is a need for a total item count of an inventory segment is the random (statistical) sampling technique. The random sampling inventory, which will be used only by authorized ships (i.e., special accounting class 207 ships and aircraft carriers, except for aviation material), is considered to be part of the annual scheduled inventory program. A random sampling inventory is a measure of the stock record accuracy for a segment of material based on the physical count of a specified number of randomly selected items within the segment. The sampling technique fulfills most inventory requirements and provides for selective attention to sampled stock segments that require it. Guidelines for conducting a physical inventory by the random sampling technique are as follows:

a. Size of Sample Inventory. The percentage of stock items to be inventoried annually by the random sampling technique is five percent of the total range of items carried, less the number of items that are completely and periodically inventoried, such as "fast movers" and special materials. For example, if a ship carries 40,000 items of which 2,000 are "fast movers" (i.e., DBI/POS) and 600 are special materials (e.g., classified, hazardous, etc.), the number of items to be scheduled for annual inventory by the statistical sampling techniques will be 1,870 items ($40,000 - 2,600 = 37,400 \times 5\% = 1,870$).

b. Selection of Items. All items eligible for random sampling inventory must have an equal chance of being selected. Therefore, in conformance with the annual inventory schedule, the items of each segment to be physically inventoried by random sampling will be selected from the stock records in predetermined sequence. Consistent with the 5% criteria established in the above subparagraph, after selection of the initial item from the first 20 items in the stock records applicable to the inventory segment, every twentieth eligible item thereafter will be selected. For example, if the item initially selected is the fifth item in the stock record file, the succeeding items to be selected will be the 25th eligible item, the 45th eligible item, etc. (noneligible items are those which require complete and periodic inventories). The predetermined sequence of items to be selected for random sampling inventory (e.g., 5th, 25th, 45th, etc.) will be varied from year to year.

c. Accuracy Rate. The minimum acceptable inventory accuracy rate is 90% for the physical count (95% for 2P, 2X, 4P, 4X, 6A, 6H, 6P, 6X, 8P and 8X Cog Strategic Systems Programs managed material carried by FBM Tenders), and 98% for location validity. If the accuracy rate is less than acceptable, and if an audit of stock records or review of unposted documents does not reconcile sufficient differences to meet the minimum accuracy rate, another sample, twice the size of the first and exclusive of any items in the first, will be selected and inventoried. If the first and second samplings collectively fail to meet the minimum accuracy rates, a total item inventory of the segment will be scheduled and completed not later than 90 days following the month in which the random sampling inventory was completed.

However, the requirement for a total item inventory of the segment may be waived when an ILO is scheduled to occur within 120 days of the date on which the second unsatisfactory random sampling inventory was completed, provided that the items comprising the segment will be included in the ILO inventory.

d. Computation of Accuracy Rate

(1) Determination of Errors. All quantity and location differences determined from the random sampling inventory will be adjusted in stock records. However, the differences to be considered as errors in computing the inventory accuracy rate are as follows:

(a) each location difference,

(b) each quantity difference when the quantity adjustment exceeds 10% of the stock record balance or the adjusted value exceeds \$25.

As inventory differences are related to individual stock records, a location error and a quantity error in the same stock record will be counted as only one error in computing the inventory accuracy rate. Changes in cognizance symbols, stock numbers, units of issue, unit prices, management codes, etc., determined to be required as the result of physical inventory, are not to be considered as errors in computing the inventory accuracy rate.

(2) Mathematical Computation. To compute the inventory accuracy rate, subtract the number of inventory errors from the number of items inventoried; then divide the difference by the number of items inventoried. For example, if the number of items inventoried is 375 and the number of inventory errors is 24, the accuracy rate is determined as follows:

$$375 - 24 = 351$$

$$351 \div 375 = .9360 \text{ which } = 93.6\% \text{ accuracy rate}$$

7. LOCATION AUDITS. The purpose of a Location Audit is to physically verify that material in storage locations agrees with location data recorded on the stock record. A well-managed Location Audit Program will improve supply effectiveness, reduce inventory effort, and improve inventory accuracy and utilization of available storage space. A location audit should be scheduled so that it is accomplished just prior to the scheduled inventory of a particular storage area. The following data will be verified during the location audit:

- a. Stock number,
- b. Location,
- c. Unit of issue,
- d. Shelf-life expiration date.

6062 SCHEDULED INVENTORY REQUIREMENTS

1. GENERAL. Although a complete physical inventory of all stocked repair parts usually is conducted during ILOs periodically scheduled for most ships, there is a continuing need in every ship (whether or not it undergoes an ILO) to conduct physical inventories to the extent necessary to ensure effective control of those materials normally required to perform its mission or which, because of certain characteristics, require special management attention. The scheduled inventory requirements prescribed in the following subparagraphs are considered to be minimal for effective inventory control of stock material. Items which can be included in more than one category will be inventoried in accordance with the criteria of the category that requires the greater inventory frequency. For example, if hazardous items are inventoried annually and SIM items are inventoried semiannually, then any hazardous item that is designated as SIM will be inventoried semiannually.

2. SIM/DBI/POS MATERIAL. SIM/DBI/POS material is comprised of those stock items which experience relatively frequent demands. SIM/DBI/POS material will be scheduled for complete physical inventory, preferably prior to a major replenishment, in accordance with the following criteria:

- a. All ships except SAC 207 ships, and except for load material in MFCS ships - Semiannually (inventory to be completed within two weeks after commencement)
- b. SAC 207 ships except for aeronautical material on CV, CVN, LHA, LPH - Annually. All aeronautical material in aircraft carriers will be completely inventoried during or immediately upon return to the United States except Alaska and Hawaii from an extended overseas deployment, in accordance with the cognizant Type Commanders instructions.
- c. MFCS ships (load material) - During or immediately upon return to the United States except Alaska and Hawaii from each overseas deployment

3. SIM DTO MATERIAL. SIM DTO material consists of non stocked, frequently used, consumable items which, upon receipt, are issued direct to using department. Although not required, physical inventory of SIM DTO material by custodial departments is recommended prior to an extended overseas deployment.

4. NON-SIM/NON DBI/NON POS MATERIAL. Non-SIM/non DBI/non POS material is comprised of all stock items which do not meet the frequency of demand criteria for SIM/POS/DBI material in ships. Except for items designated as special material, or unless warranted under conditions described in par. 6061-1, no complete inventory of any segment of non-SIM or non DBI/non POS material is required. However, to provide sufficient stock record accuracy for effective inventory control, non-SIM/non DBI/non POS material will be physically inventoried as follows:

a. Nonautomated ships: Inventory the remaining balance of each item after each issue. If the same item is stored in multiple locations, inventory the quantity remaining in the storage location from which issued; inventory the quantities in the other locations only when the sum of the quantities indicated in the "Location" data block of the NAVSUP Form 1114m (see par. 6186-3) does not agree with the stock record balance.

b. Automated ships: All aeronautical material in aircraft carriers will be completely inventoried during or immediately upon return to the United States except Alaska and Hawaii from an extended overseas deployment, in accordance with the cognizant Type Commanders instructions; all other material annually, consistent with the planned inventory schedule, conduct a random sampling inventory of each segment of material in accordance with par. 6061-6.

5. SPECIAL MATERIALS. Special materials consist of those items which, because of their physical characteristics, cost, mission essentiality, or other reasons, are specifically designated for separate identification and inventory control. Special materials are included in the Special Category Item List (SCIL) which is tailored for and provided to each ship during ILO. Complete physical inventories of stocked items of special materials are required as follows:

a. Classified items will be inventoried annually and upon each change of custodial responsibility.

b. Hazardous items will be inventoried annually, and it is mandatory that each unit of each item be inspected carefully for material condition, correct identification, and proper marking or labeling.

c. Security type medical supplies, such as narcotics, precious metals, alcohol, and alcoholic beverages (coded "R" in the "Notes" column of the Federal Supply Catalog, Sections C65--IL) will be inventoried quarterly and upon each change of custodial responsibility. Other controlled medical items, such as barbiturates, antibiotics, nonalcoholic/non-narcotic excitant or stupefacient drugs, surgical and dental instruments, and drugs or other substances (coded "Q" in the "Notes" column of the Federal Supply Catalog, Sections C65--IL) will be inventoried semiannually.

d. Depot level repairables will be inventoried annually and upon completion, all repairables identified as excess will be turned in to the nearest ashore supporting activity or as directed by the Type Commander.

→ e. Presentation silver sets appraised at \$90,000 or more will be inventoried annually, sets appraised below \$90,000 will be inventoried during each odd numbered year (see par. 8131) and upon change of custodian.

→ f. Flight clothing will be inventoried quarterly and upon change of custodian.

g. Deteriorative shelf-life items, other than those included in items 1-4, are not required to be periodically inventoried, but will be screened as often as necessary to ensure timely utilization or transfer prior to their shelf-life expiration dates (see par. 4664).

h. Organizational issue material and special clothing will be inventoried in accordance with Type Commander directives.

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6. STOCK MATERIAL IN DEPARTMENTAL CUSTODY. When supply department stocks of consumables and/or repair parts are stored in spaces controlled by other department heads, such material will be inventoried in accordance with par. 6062-2, 4 and 5. The inventory will be conducted jointly by supply department personnel and departmental custodians. However, when supply department stocks of all repair parts (or complete lots of repair parts) are in the custody of other department heads, such items will be inventoried by departmental custodians.

6063 NONSCHEDULED INVENTORIES

Nonscheduled inventories are those that are unexpectedly required incident to significant stock record inaccuracies discovered during an issue process, a random sampling inventory, or an annual supply inspection. Nonscheduled inventories also include those that are occasionally required of certain items when and as requested by an inventory manager, a Fleet or Type Commander, the Commanding Officer, or other authority. Spot inventories (see par. 6061-4) are examples of unscheduled inventories. Bulkhead to bulkhead inventories of specified storerooms and specific commodity inventories (see par. 6061-1 and 2) also are examples of unscheduled inventories when required as the result of an unsatisfactory random sampling inventory or supply management inspection. Although unscheduled inventories cannot be planned nor included in fiscal year inventory schedules, the estimated effort required for such inventories must be considered in the annual inventory program and in the assignment of supply department resources.

6064 PHYSICAL INVENTORY SCHEDULES

1. GENERAL. Inventory schedules outline, in chronological sequence, the segments of material planned for physical inventory during a fiscal year. The inventory schedule will be prepared by the Supply Officer prior to the commencement of each fiscal year and will conform to the material categories and applicable inventory frequency criteria described in par. 6062. For each segment of items listed, the inventory schedule (see sample on following page) will indicate the number of items to be inventoried, the applicable storeroom(s) or other storage area(s), and the inclusive dates between which the inventory of each segment is to be accomplished. Also, it will include a column for recording the stock records accuracy rate for each completed inventory (see par. 6072).

- 2. SCHEDULING. Physical inventories should be scheduled to permit accurate and timely physical counts, preliminary and causative research, and posting of records. Frequent inventories of a small range of items are preferable to less frequent inventories of a large range of items. Physical inventories should be conducted at a time when storeroom transactions can be frozen, except for emergency issues. For stock material in departmental custody, the inventory schedule will reflect the time frames jointly determined by the Supply Officer and the respective department heads. The Supply Officer will exercise maximum controls to adhere, as closely as possible, to the inventory schedule. If an inventory is accomplished during inclusive dates which differ from those indicted in the inventory schedule, line out the scheduled inventory date(s), and write in the actual inventory date(s). Following the physical inventory, controls should be implemented to preclude recurrence of significant discrepancies.

Last ILO completed <u>April 1995</u> Next ILO tentatively scheduled <u>April 1998</u>				
PHYSICAL INVENTORY SCHEDULE FY 1997				
INVENTORY SEGMENT	NO. ITEMS	STOREROOM(S)/ OTHER SPACES	INCLUSIVE DATES	ACCURACY RATE %
SIM MAT'L	650	C, D	10/1-10/12/96	
BULKHEAD MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	11/1/96	
BULKHEAD MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	2/1/97	
DEPOT LEVEL REPAIRABLES	320	E, F	2/5-2/20/97	
SIM MAT'L	650	C, D	4/1-4/12/97	
BULKHEAD MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	5/1/97	
ELECTRON TUBE (C.O. designated item)	36	D	6/3/97	
CLASSIFIED NU WEPS MAT'L	156	A	7/2-7/6/97	
HAZARDOUS MAT'L (NON-SIM ONLY)	48	B	7/16/97	
BULKHEAD MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	8/1/97	
<i>I. L. Garner</i> I. L. GARNER, LT, SC, USN Supply Officer				

6065 INVENTORY PERSONNEL

- 1. **GENERAL.** The Supply Officer is responsible for the proper physical inventory of stock material in supply department custody and will provide advisory assistance relative to the physical inventory of stock material and presentation silver in the custody of other departments. Materials in supply department custody will be inventoried by qualified personnel assigned by the Supply Officer. Such assignments will be based on consideration of the knowledge and experience or training of individuals in relation to the size and/or complexity of the task to be accomplished in conformance with the inventory schedule. Unless personnel resources permit adequate training and constant utilization of selected inventory teams, inventories normally will be taken by the material custodians, provided they are considered to be properly qualified and provided the nature of the material does not require inventory by the Supply Officer personally or by a specifically designated person (e.g., certain classified material, precious metals, alcohol, narcotics, and other sensitive or highly pilferable items). Other department heads will assign inventory tasks of their respective departments to reliable personnel who will discharge their assignments consistent with supply department inventory procedures and/or guidance from the Supply Officer.
2. **QUALITY ASSURANCE.** A quality assurance team may be established consisting of a permanent group of trained personnel who will verify the accuracy of physical inventories and location audits after they are performed. The team will sample five percent of the inventoried material. The accuracy of the physical count should be 90 percent and 98 percent for the location audit. If these goals are not reached, the physical inventory should be repeated.

6066 PREPARATION FOR INVENTORY

1. **STOCK RECORDS.** Before performing an inventory, all outstanding receipt and issue transactions, suspense items, overdue receipts, and pending issues must be processed. Additionally, overaged stock requisitions should be reviewed.
2. **STOCK ARRANGEMENT.** Prior to a physical inventory, materials comprising the stock segment to be inventoried should, when practicable, be inspected and arranged by supply department storekeepers or departmental custodians to ensure that:
- a. loose units of small items are packaged in standard bulk lots;
 - b. all items are properly marked, labeled, tagged, or otherwise clearly identified;
 - c. cartons and other containers are stowed with labels or other identifying information plainly visible;
 - d. uniformly sized packages of identical units are stacked in rows and tiers to expedite counting (e.g., boxes of screws, nuts, bolts, padlocks, etc.);
 - e. containers with broken seals and full counts of originally packaged quantities are resealed;

- f. multiple locations are reduced.

3. COUNT DOCUMENT. Prior to a physical inventory, NAVSUP Forms 1075 applicable to the items to be inventoried will be selected from the locator files if maintained in individual storerooms; otherwise, count documents will be prepared. Documents authorized for conducting inventory counts of stock material include NAVSUP Forms 1075 (whether or not maintained as locator records); and automated or manually prepared listings. Stock Record Cards Afloat (NAVSUP Forms 1114m), even when maintained in storerooms, will not be used as inventory count documents. As a minimum, inventory count documents will contain the following information for each item:

- a. complete stock number or part number;
- b. brief item description (optional);
- c. unit of issue;
- d. all storage locations, except for bulkhead to bulkhead inventory of a specific storeroom or other storage area (see par. 6061-1).

Documents used for physical counts of items with multiple locations will provide for recording the quantity in each location, even though the different locations may be in the same storeroom.

4. ADVANCE NOTICE. At least one week prior to a scheduled inventory of stock material, the Supply Officer will publish an official notice of the particular segment of stock to be inventoried and the inclusive dates between which the inventory will be taken. The notice also should include a statement to the effect that while the prospective inventory is in progress, issues of items included in the material segment under inventory will be restricted to emergency requirements.

6067 COUNT PROCEDURE

1. GENERAL. Complete and correct item counts are basic to physical inventory which, in turn, results in greater stock record accuracy and better inventory control. Therefore, to preclude avoidable recounts or research, inventory personnel will ensure that the total quantity of each item is determined as accurately as possible in the initial circuit of a storage area. Inventory aids such as tape measures, scales, equivalency tables, and wire/rope/cable measuring devices will be used when available. Inventory personnel are authorized to open sealed containers when necessary for item identification and/or quantity verification, except that preservation packaging will not be broken without approval of the Supply Officer. All opened containers will be resealed after the identification and count have been determined and externally marked on each container. Each container so marked will be dated and initialed by the person who verified its contents. In conducting the inventory, inventory personnel will proceed from location to location in predetermined sequence, and will ensure that:

- a. each item is legibly identified by an appropriate stock number or part number, and that each fragile or potentially hazardous item is conspicuously marked or labeled to indicate caution or warning, as appropriate;

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- b. each unit of each item is inspected for material condition, and that any quantity apparently unfit for issue or in need of re preservation is recorded as such;
- c. each item is carefully counted, weighted or measured, as appropriate, and that the quantity inventoried is legibly recorded in the count document. (If the same item is stored in multiple locations, the quantities in all locations will be recorded; however, consolidated storage of such items will be achieved when possible);
- d. quantities and units of issue recorded in count documents are compatible (e.g., if 100 bearings are counted, record 50, not 100, if the unit of issue is PR);
- e. a tag, label, or card, annotated with the inventory quantity and date, is attached to each reel or container from which an item is issued in a unit of measure (e.g., foot, pound, gallon, etc.) in order that future issues of such items can be tallied to reflect the remaining quantity on each reel or in each container;
- f. actual location(s) of each item is (are) either checked () or entered in the count document. (If the count document indicates a prerecorded location for an item which is not stored therein and which cannot be found elsewhere, enter a 0 quantity; however, if the item is found elsewhere but it is impracticable to restore it in the prerecorded location, delete the prerecorded location and enter the actual location and inventoried quantity);
- g. when deemed advisable by the Supply Officer, lockers, cabinets, or drawers used for storage of infrequently demanded items are sealed after a complete inventory of their contents has been taken and verified.

In addition to the foregoing, inventory personnel also will be responsible for keeping themselves apprised of all receipts and expenditures of items included in the segment being inventoried, and for ensuring that documents applicable to such receipts and expenditures are conspicuously stamped or annotated "BEFORE INVENTORY" or "AFTER INVENTORY", as appropriate.

6068 REVIEW OF COUNT DOCUMENTS

1. GENERAL. Promptly upon completion of the physical inventory of a material segment, and prior to matching inventories quantities with the stock record balances, the inventory count documents will be reviewed by inventory personnel to ensure that:

- a. all items scheduled for inventory either have been counted or have been verified as nonexistent;
- b. quantities counted are legibly recorded and compatible with related units of issue;
- c. "added" items are adequately identified and legibly recorded;
- d. any remarks are legibly entered and explicitly stated;
- e. items are documented in NIIN sequence;
- f. count documents are dated and initialed.

6069 RECONCILIATION OF COUNT DOCUMENTS AND STOCK RECORDS

1. COUNT DOCUMENTS AND STOCK RECORDS IN AGREEMENT. Upon receipt of inventory count documents from inventory personnel, the stock records storekeeper will assure himself that:

- a. items are documented in proper sequence;
- b. multiple cards or entries for the same item are grouped and totaled by NIIN;
- c. all manual entries are legible;
- d. all annotated remarks are clearly understood;
- e. any obvious omissions or inconsistencies are reconciled immediately by the responsible inventory personnel. When the count documents apparently are correct and complete, they will be compared, item by item, with the stock records to determine whether or not any differences exist. If no differences exist, the matched count cards or the matched items in the inventory listing will be posted to the stock records. The Julian date of the inventory and the notation "INV" will be entered in the "Date/Document No." column of the NAVSUP Form 1114m, and the inventory quantity (which should be the same as the existing stock record balance) will be entered in the "On hand" column. For example:

INVENTORY RECORD NAVSUP FORM 1075 (REV 2/70)	1H	4330-00-931-2473	FILTER ELEMENT		EA	C1555				
	COG	STOCK NUMBER AND DESCRIPTION				U/I	ITEM LOCATION(S)			
	SPECIAL MATERIAL CATEGORY (CHECK APPLICABLE BLOCKS)				INVENTORY					
					DATE	QUANTITY	GAIN	LOSS	U/P	EXT
	<input type="checkbox"/> HIVAC	10 / 1 / 96				3				
	<input type="checkbox"/> CRITICAL	4 / 10 / 97				4				
	<input type="checkbox"/> REPAIRABLE-EXCH RECD									
	<input type="checkbox"/> CLASSIFIED									
<div style="position: absolute; left: 100px; top: 100px;"> 1H 4330-00-931-2473 FILTER EA 7.90 691300125 C1555 6 5 2 COG M/C NATIONAL STOCK NO. SMIC DESCRIPTION U/I UNIT PRICE APL/AEL NO. LOCATION HL LL SL R52192 2 1 R 4/96 12 8 REQUISITIONS OUTSTANDING A/L QTY AT E/R/C BEG. MO. DEM. DOBF DFBF URG MRT EOI CI MEC HIC SCC SLC PEB DEM. PD DEM. QTY JUL DATE SERIAL NO. QUANTITY DATE & SER/WCC RECEIPTS ISSUES ON HAND DATE & SER/WCC RECEIPTS ISSUES ON HAND 6360 5267 2 7046 BF 4 7059 3341 2 7059-0456 2 2 7076-BY67 2 4 7101 INV 4 </div>										

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2. QUANTITY DIFFERENCE. When a quantity difference exists between the physical count of an item and the on hand balance in the stock record, action will be taken as follows:

a. review unposted receipt and expenditure documents for material that has been stored in a recorded location or which has been removed from a recorded storage location;

b. review stock record entries for possible errors, such as:

- (1) inaccurate mathematical computations;
- (2) duplicate or incomplete entries;
- (2) outstanding requisition quantity lined out, but not posted as a receipt;
- (3) posted quantities inconsistent with unit of issue;
- (4) quantities erroneously transcribed from transaction documents;
- (5) incorrect on hand balance brought forward from a former stock record;
- (6) receipts entered as expenditures and vice versa;

c. if the action described in items a and b resolves the difference, correct the stock record as necessary and, if no differences exist in locations or other stock record data, process the count document in the same manner as that indicated for matched count documents;

d. if the action described in items a and b fails to resolve the difference, determine whether the difference in quantity is "major" or "minor". The following differences are considered "major":

(1) the physical count of a stock item differs from the validated stock record balance by 10 percent or more;

- (2) any difference in classified material;
- (3) any difference in security type material (see par. 6062-5c);
- (4) any difference in Depot Level Repairables;
- (5) any difference in presentation silver in departmental custody;

Quantity differences that do not qualify as major differences in accordance with the above criteria will be regarded as minor differences.

e. for gains that qualify as minor differences, post the quantity increase to the stock record in accordance with par. 6071-1; for losses that qualify as minor differences, prepare an adjustment NAVSUP Form 1250 or 1250-1 in accordance with par. 6070 and post the quantity decrease to the stock record in accordance with par. 6071-1;

f. for major differences, prepare new count documents (label "SECOND COUNT" and omit quantities) for conducting physical recounts of the item(s) involved, and hold the original count documents in suspense pending return of the related second count documents; (when second count cards are returned, compare them with and staple them to the front of the original count cards; when second count inventory listings are returned, delete the recounted items in the original inventory listing and cross reference them to the second count inventory listing.)

g. if the recount completely resolves the major difference, process the count document in accordance with item c; or, if the recount reduces the original discrepancy to a minor difference, process the count document in accordance with item e;

h. if after recount, a major difference still exists, conduct such investigative research as the Supply Officer may consider necessary to determine the cause of the discrepancy; initiate appropriate action to preclude recurrence of similar discrepancies; and annotate the count document to indicate the investigative and remedial action taken. As a minimum, investigative research will include a review of all pertinent and available transaction documents generated since the previous inventory of the item; (for MFCS ships, investigation of major differences is not required unless the discrepancy amounts to \$1,000 or more per line item.);

i. if investigative research completely resolves the major difference, process the count document in accordance with item c; if it reduces the original discrepancy to a minor difference, process the count document in accordance with item e. If, after investigative research, a major difference still exists, process the count document as prescribed for a minor difference, but insure that the discrepancy is identified as a MAJOR DIFFERENCE in determining the stock records accuracy rate (see par. 6072).

3. LOCATION DIFFERENCE. Any differences between item locations reflected in stock records and those indicated in inventory count documents will be ascertained simultaneously with the determination of quantity differences. When item locations in stock records do not agree with those in count documents, the item locations in the stock records will be changed, added, or deleted to conform to those indicated in the count documents. However, if there is a reason to doubt the validity of item locations indicated in any count documents, such locations will be verified prior to revising location data in the stock records. Item locations for which a 0 balance is indicated in count documents will be considered as valid locations in stock records which reflect outstanding requisitions for items which, when received, will be stored in such locations. When separate quantities of the same item are stored in multiple locations, the stock record in nonautomated ships will be revised, if necessary, to indicate all storage locations and, for NON-SIM items, the quantity in each location. As the stock record in automated ships does not necessarily indicate all storage locations for the same item, nor the quantity in each location, only the location(s) indicated need be compared and, if necessary, revised for compatibility with count documents. If automated lists are used as count documents, locations also will be compared with and (if necessary) revised in locator records, if maintained. Except when items with multiple locations are consolidated in storage during inventory, location data changes, additions, or deletions made in stock records as the result of physical inventory will be considered as errors in determining the stock records accuracy rate.

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4. DIFFERENCES IN OTHER STOCK RECORD DATA. Any differences between stock numbers or part numbers, item descriptions, or units of issue reflected in stock records and comparable data in inventory count documents will be ascertained simultaneously with the determination of quantity and location differences. Items for which differences exist in such stock record data will be verified with the most appropriate publication(s) listed in par. 6041, or with the latest receipt invoices, whichever is considered to be more current. Positive item identification also may require a thorough examination of the material itself, and (for part numbered items), an analysis of the manufacturers' parts lists, drawings, or blueprints (technical assistance of qualified personnel of other departments will be requested when required). Upon determination of the correct item identification or other management data, the stock record, the locator record (if maintained), and/or the count document will be revised accordingly. Any such reconciliation of the stock record will not be considered as an inventory error; and if no quantity or location differences are involved, the count document will be processed as any other matched count document. However, if quantity and/or location differences also apply, the count document will be processed in accordance with par. 6070-6071.

6070 ADJUSTMENT DOCUMENTS

1 GAIN BY INVENTORY. Except for inventory gains incident to post issue inventories of non-SIM items, the count documents processed in accordance with par. 6069 will be used for adjusting stock records to reflect gains by inventory. When inventory gains are determined from post issue inventories of non-SIM items (see par. 6209-3), the Form 1250-1 for the issue transactions will be used for adjusting the stock records.

2. LOSS BY INVENTORY. NAVSUP Form 1250-1 (a separate form for each item) will be prepared as adjustment documents for expending inventory losses from the stock records, whether such losses are determined from count documents or from the post issue inventory quantity in data block 11 of NAVSUP Form 1250-1 for NON-SIM items. Each adjustment document will include the notation "LOSS BY INVENTORY" (for missing items) or "LOSS BY INVENTORY (UFI)" (for on hand items unfit for issue) in data block 29, and the signature of the Supply Officer in data block 30. Also, if the adjustment document is for an inventory loss of a repair part, entries of "NOT APPL" (i.e., not applicable), "0000", and "GENERAL" are required in data blocks 10, 15 and 16 respectively for compliance with edit specifications prescribed in MDS/SEAS computer programs (see sample on following page).

3. LOSS BY SURVEY. When stock material is required to be surveyed (see par. 5126) the approved DD Form 200, in lieu of NAVSUP Form 1250-1, will be used as the adjustment document for expending inventory losses from the stock records. However, a NAVSUP Form 1250-1 also is required to be prepared for each stock item surveyed in order to provide an SEAS document for reporting consumption to the Type Commander. The data entries in the NAVSUP Form 1250-1 will be the same as those prescribed in subpar. 2 except the notation "LOSS BY SURVEY" or "LOSS BY SURVEY (UFI)" and the expenditure invoice number assigned to the approved survey will be entered in data block 29 (see sample page 6-29). No approval signature is required since the related DD Form 200 will have an approval signature.

NAVSUP P-485 Volume I - Afloat Supply

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Inventory Management

LOSS BY INVENTORY (SIM ITEM) INCIDENT TO SCHEDULED INVENTORY

INVENTORY RECORD NAVSUP FORM 1075 (REV 2/70)	9N	5961-00-809-9049	TRANSISTOR	EA	D1269		
	COG	STOCK NUMBER AND DESCRIPTION			U/I	ITEM LOCATION(S)	
	SPECIAL MATERIAL CATEGORY (CHECK APPLICABLE BLOCKS)			INVENTORY			
				DATE	QUANTITY	GAIN	LOSS
				10 / 1 / 96	8		
<input type="checkbox"/> HIVAC <input type="checkbox"/> CRITICAL <input type="checkbox"/> REPAIRABLE-EXCH RECD <input type="checkbox"/> CLASSIFIED			4 / 10 / 97	3			
							SK NO. 0108-502-6501

RECORD CARD, AFLOAT - NAVSUP FORM 1114m	9N	5961-00-809-9049	TRANSI	EA	1.14	57039600	D1269	8	6	4
	COG	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HL	LL
	UIC	R52192	6	1	R	4/96	24	10		
	REQUISITIONS OUTSTANDING		A/L QTY	AT	E/R/C	BEG. MO. DEM.	DOBF	DFBF	URG	MRT
	JUL DATE	SERIAL NO.	QUANTITY	DATE & SER/WCC		RECEIPTS	ISSUES	ON HAND	DATE & SER/WCC	
	7074	3322	2	7074 BF						
				7084-0636		1	5			

1. REQ. DATE	2. DEPT NO	3. URGY	4. RDD	5. LOCATION	6. SIM	NON-SIM	7. ISSUE DATE	A. REQN QTY	B. REQN NO
	0721			D1269	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7101		
8. NOUN NAME OR REF SYM	9. FPR	10. APL/AEL/CID	11. INV QTY		12. NIS	N/C	C. OBL AMT	D. POSTED	
TRANSISTOR		NOT APPLICABLE			<input type="checkbox"/>	<input type="checkbox"/>		S/R (REQN Q/S)	
13. UIC	14. WC	15. ISN	16. EIC		17. EQUIP COSAL SUPPT'D		E.	OPTAR LOG	
R	52192	SX00	GENERAL		YES <input type="checkbox"/> NO <input type="checkbox"/>		URG <input type="checkbox"/> MART <input type="checkbox"/>	S/R (ISSUE)	
18. SC	19. COG	20. M/C	21. ESC	22. STOCK NUMBER	23. SMIC	24. U/I	25. QUANTITY	26. UNIT PRICE	27. EXTENDED PRICE
A	9N	5961	00	80999049		EA	00002	1.14	2.28
29. REMARKS								30. APPROVED BY	
LOSS BY INVENTORY								B. E. Swift	
31. RECEIVED BY									
1	2	3	4	5	6	7	8	9	10
DOC IDENT	RTG IDENT	M & S	SVC	UIC	JUL DATE	SERIAL	D E M	S V C	SUPPL ADDRESS
DOCUMENT NUMBER									
SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)									
NAVSUP FORM 1250-1 (7c) (10/82)									
S/N 0108-LF-501-2510									

Inventory Management

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LOSS BY SURVEY (DLR ITEM) INCIDENT TO SCHEDULED INVENTORY

UNAVSUP FORM 1075 (REV 2-85)	7G	5845-00-008-3492	RECEIVER	EA	D1133		
	COG	STOCK NUMBER AND DESCRIPTION			U/I	ITEM LOCATION(S)	
	SPECIAL MATERIAL CATEGORY (CHECK APPLICABLE BLOCKS)			INVENTORY			
	DATE			QUANTITY	GAIN	LOSS	
	12/28/96			0			
	HIVAC						
	CRITICAL						
	TABLE-EXCH						
FORM 1114	7G	5845-00-008-3492	RECEIV	EA	2170.00	06302342	D1133
	COG/MIC	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO
	UIC	R52192	1	R			
	REQUISITIONS OUTSTANDING		AI QTY	AT	E/R/C	BEG MO	DEM DOBF
	JUL DATE	SERIAL NO.	QUANTITY	DATE & SER/WCC	RECEIPTS	ISSUES	ON HAND
				18 APR 96			
FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.				ROUTINE USES: None.			
PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.				DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.			
1. DATE INITIATED (YYMMDD)		2. INQUIRY / INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYMMDD)			
961228				961228			
4. NATIONAL STOCK NO.		5. ITEM DESCRIPTION		6. QUANTITY		7. UNIT COST	
7GH 5845 00 008 3492		RECEIVER		00001		\$2170.00	
8. TOTAL COST		\$2170.00					
X (1) Approve		(X one)					
(2) Disapprove		(1) Yes (2) No					
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)				e. TYPED NAME (Last, First, Middle Initial)		f. AUTOVON / DSN NUMBER	
USS JOHN PAUL JONES (DDG-32) FPO SAN FRANCISCO 96601				R. G. DODSON, CDR, USN		564-1234	
				g. SIGNATURE		h. DATE SIGNED	
				R. G. Dodson		10 JAN 97	
DD Form 200, FEB 91 Previous editions are obsolete. S/N 0102-LF-011-9100							
1. REQ. DATE	2. DEPT NO	3. URGY	4. RDD	5. LOCATION	6. SIM NON-SIM	7. ISSUE DATE	A. REQ. QTY
0796				D1133	<input checked="" type="checkbox"/>	7004	
8. NOUN NAME OR REF SYM	9. FPR	10. APL/AEL/CID	11. INV. QTY	12. NIS	13. N/C	C. OBL AMT	D. POSTED
RECEIVER		NOT APPLICABLE					
13. JOB CONTROL NUMBER	14. UIC	15. JSN	16. EIC	17. EQUIP COSAL SUPPT'D	18. YES	19. NO	20. URG
R 52192	SX00	0000	GENERAL				
21. OPTAR LOG	22. S/R (REQ. Q/S)	23. S/R (ISSUE)	24. S/R (ISSUE)	25. S/R (ISSUE)	26. S/R (ISSUE)	27. S/R (ISSUE)	28. S/R (ISSUE)
18. SC	19. COG	20. MIC	21. ESC	22. NIIN	23. SMIC	24. U/I	25. QUANTITY
A	7GH	5845	00	008 3492	EA	00001	2170.00
26. UNIT PRICE	27. EXTENDED PRICE	28. FLIND	29. REMARKS	30. APPROVED BY	31. RECEIVED BY	32. RECEIVED BY	33. RECEIVED BY
2170.00	2170.00	NB	LOSS BY SURVEY (EXP. INV. R52192-7004-0088)				
1	2	3	4	5	6	7	8
DOC IDENT	RTG IDENT	M S	SVC	UIC	JUL DATE	SERIAL	DOCUMENT NUMBER
SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL) S/N 0108-LF-501-2510							
NAVSUP FORM 1250-1 (7c) (10/82)							

6071 RECORDING ADJUSTMENTS TO STOCK RECORDS

1. GAIN BY INVENTORY. All unrecorded repairables found during a ship's inventory or found at any other time will be taken up on the ship's official stock records, even if such items are in excess of the ship's requirements, and will subsequently be turned into store ashore. Whether inventory gains are determined from count documents or from the post-issue inventory quantity in data block 11 of NAVSUP Form 1250-1 for NON-SIM items, the stock record entries will be made as follows:

- Enter the Julian date of the inventory and the notation "GBI" (Gain By Inventory) in the "Date & Ser./WCC" column;
- Enter the total inventory quantity in the "On Hand" column;
- Subtract the previous stock balance from the posted inventory quantity, and enter the difference in the "Receipts" column. For example:

GAIN BY INVENTORY (POSTED FROM COUNT DOCUMENT)

INVENTORY RECORD NAVSUP FORM 1075 (REV 2/70)	1H	2815-00-592-5297		SPACER, VALVE		EA	C1557	
	COG	STOCK NUMBER AND DESCRIPTION				U/I	ITEM LOCATION(S)	
	SPECIAL MATERIAL CATEGORY (CHECK APPLICABLE BLOCKS)		INVENTORY					
			DATE	QUANTITY	GAIN	LOSS	U/P	EXT
	<input type="checkbox"/> HIVAC <input type="checkbox"/> CRITICAL <input type="checkbox"/> REPAIRABLE-EXCH RECD <input type="checkbox"/> CLASSIFIED		10 / 1 / 96	8				
		4 / 10 / 97	11					

REQUISITION CARD, AFLOAT - NAVSUP FORM 1114m	1H	2815-00-592-5297		SPACER		EA	4.10	691300125		C1557		15	13	5
	COG	M/C	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.		LOCATION		HL	LL	SL
	C		R52192	6	1	R	4/96	26	9				6	15
	REQUISITIONS OUTSTANDING			A/L QTY	AT	E/R/C	BEG. MO. DEM.	DQBF	DFBF	URG	MRT	EOI	CI	MEC
	JUL DATE	SERIAL NO.	QUANTITY	DATE & SER/WCC		RECEIPTS	ISSUES	ON HAND	DATE & SER/WCC		RECEIPTS	ISSUES	ON HAND	
	7031	3311	4	7031 BF				11						
				7090-0448				1						
				7101 GBI		1		11						

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a. Enter the Julian date and department number (or supply department work center code, if department numbers are not used) of the adjustment NAVSUP Form 1250-1 in the "Date & Ser./WCC" column;

b. Enter either "LBI" (loss by inventory), for missing material or "LBI (UFI)" for on hand material unfit for issue in the "Receipts" column;

c. Enter the expended quantity in the "Issues" column, and if UFI material, circle the quantity;

d. Subtract the quantity entered in the "Issues" column from the existing stock record balance, and post the resultant quantity in the "On Hand" column as the new stock record balance.

3. LOSS BY SURVEY. As indicated in par. 6070-3, inventory losses of stock material required to be surveyed will be posted to stock records from the approved DD Form 200. The stock record entries will be made as follows:

a. Enter the Julian date and expenditure invoice serial number of the approved survey form in the "Date & Ser./WCC" column;

b. Enter one of the following notations in the "Receipts" column: "LBS" (Loss By Survey), for missing material; or "LBS (UFI)" for on hand material unfit for issue;

c. Enter the expended quantity in the "Issues" column and if UFI material, circle the quantity;

d. Subtract the quantity entered in the "Issues" column from the existing stock record balance, and post the resultant quantity in the "On Hand" column as the new stock record balance.

6072 STOCK RECORDS ACCURACY RATE

1. COMPUTATION. Upon completion of a scheduled inventory and after the stock records have been reconciled, the count documents and adjustment documents will be reviewed to determine the number of items inventoried and the number of location and/or quantity errors which had to be corrected or adjusted in the related stock records. The stock records accuracy rate then will be computed in accordance with par. 6061-6d. As a minimum, an accuracy rate of 90 percent is considered to be acceptable.

2. RECORDING OF ACCURACY RATE. The accuracy rate percentage will be recorded in the "Accuracy Rate Percentage" column of the annual inventory schedule. If the accuracy rate is less than the acceptable minimum of 90 percent, the Supply Officer immediately will initiate such remedial actions as are necessary to ensure more effective maintenance of the stock records.

6073 DISTRIBUTION OF DOCUMENTS

1. COUNT DOCUMENTS. After the stock records have been reconciled and the stock records accuracy rate (for scheduled inventories) has been determined and recorded in accordance with par. 6072, count documents will be distributed as follows:

- a. NAVSUP Forms 1075 withdrawn from locator files will be returned to the respective locator files.
- b. NAVSUP Forms 1075 (other than locator records), when used for periodic inventories, will be filed in back of applicable NAVSUP Form 1114m, or in any other location which the Supply Officer considers to be convenient for ready reference (as such count documents may be used repeatedly for subsequent inventories, they will be retained until all inventory data lines are filled and initial inventory data entries have been made in new count documents).
- c. Listings will be placed in an appropriately labeled folder or binder and filed in a location which the Supply Officer considers to be most convenient for ready reference (listings will be retained until completion of the next scheduled inventory of the same material segment).
- d. Issue documents (NAVSUP Form 1250-1), in which post-issue inventories of NON-SIM items are recorded in data block 11, will be distributed in accordance with par. 6214.

2. ADJUSTMENT DOCUMENTS. Adjustment NAVSUP Form 1250-1 for inventory losses will be distributed as follows:

Original	Procurement action file if replenishment is required, otherwise discard
White copy	Consumption file if replenishment is required, otherwise discard
Green copy	MDS/SEAS data file for inclusion in the next transmittal of consumption documents to the type commander
Blue copy	Procurement action file if replenishment is required, otherwise discard
Pink copy	Departmental file (Supply Dept.)
Yellow copy	Discard
Hardback copy	Procurement action file if replenishment is required; otherwise, discard.

If any stock items are required to be surveyed, the DD Form 200's will be distributed in accordance with par. 5128-2, and the related NAVSUP Form 1250-1 required for reporting consumption under SEAS (see par. 6070-3) will be distributed in the same manner as that prescribed above for adjustment NAVSUP Form 1250-1 for inventory losses.

6074 DISPOSITION OF UFI MATERIAL

When on hand UFI stock material is expended as a loss by inventory, the damaged, deteriorated, or overaged material will be removed from its storage locations and disposed of as directed by the Supply Officer. If the material is a DLR item that is not completely destroyed, the disposition instructions in the DD Form 200 should be "Transfer to the nearest designated support point (DSP) or designated overhaul point (DOP) in accordance with par. 8323".

Section IV: MINIATURE/MICROMINIATURE (2M) FIELD LEVEL REPAIRABLE ITEMS

6138 CONTROL OF MINIATURE/MICROMINIATURE (2M) FIELD LEVEL REPAIRABLE ITEMS

1. MATERIAL IDENTIFICATION. All ships and IMAs are on distribution for the Catalog of Automatic Testing Capability for Electronic Modules Printed Circuit Boards (SAT 820-AA-cat-010-ATE EM PCB CAT) which lists PCB/EM/CCA test sites and their capability by equipment, National Stock Number (NSN), and part number. Supply Officer shall annotate stock records to identify 2M testable/repairable components in accordance with 2M maintenance procedures provided in Type Commander directives. Automated stock record file updates may be available from Type Commanders of SNAP II ships. PCB/EM/CCAs not listed in the Catalog of Automatic Testing Capability may also be capable of O and I-level repair. Items designated with 3H Cognizance Symbols will be researched in the FEDLOG Master Repairable Item List (MRIL) for additional repair information. Repair at designated IMAs may be directed by the MRIL as amplified by Type Commander and IMA directives. Though 2M repairs may be completed per the MRIL, confirmation by Certified TPS is required for RFI turn-in to stock. Future S, M&R Codes will also designate progressive depot level repairables on allowance documents by use of a sixth digit. Specific instructions regarding these codes will be provided with the COSAL Index. Field level repairables guidance is provided in par. 3262.

2. ISSUE/REQUISITIONING PROCEDURES. Though the Supply Officer is authorized to delay issue/requisitioning for up to 72 hours pending attempted repairs, this procedure will not preclude parts issue/requisitioning for CASREP, NORS and ANORS conditions. Stock replenishment will be delayed up to 72 hours to prevent unnecessary orders of PCBs/EMs repaired by 2M stations. If the carcass cannot be returned within 72 hours due to operational separation from the IMA/BGIMA, then stock replenishment will be initiated. DLRs turned over to 2M stations will be tracked on DLR Logs or management reports per Type Commander directives until the turn-in is completed. The requisitioning Supply Officer remains responsible for recovery and turn-in of the NRFI carcass.

3. RFI and NRFI TURN-IN PROCEDURES. Items certified RFI per the policy delineated in this instruction will be returned to stock and the material requirement/issue canceled in supply records. If stock replenishment has already been initiated or the direct turnover requisition is still outstanding then attempts will be made to cancel the outstanding requisition. If the requisition cannot be canceled and stock is increased over allowances, then the following specific procedures apply:

a. DLRs returned NRFI from 2M stations will be turned in using document identifier BC1, the document number of the replacement requisition, accompanied by the AN/USM-465 or AN/TSM-192 diagnostic tape and the OPNAV 4790.2K documenting the failure.

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b. RFI DLRs will be packaged and labeled per par 3263 and pars. 7000-7003 and turned in as "A" condition. Carcass tracking will be cleared by turn-in documentation with DD Form 1348-1A using a D6A Document Identifier with a designation of "E" in Card Column 72.

Narrative reply to a subsequent BK1 tracking message, citing the requisition number of the replacement, will be required to ensure no carcass billing. Local DLR logs will be so annotated.

c. Non-DLRs returned NRFI from 2M stations will be disposed of in accordance with SM&R Codes.

d. Non-DLRs returned RFI from 2M stations will be packaged and labeled per par. 3263 and either returned to stock per shipboard allowance or turned in under excess spare parts procedures per Type Commander directives.

4. 2M USAGE REPORTING. PCBs/EMs returned to operating systems as a result of 2M repair rather than by supply issue/requisitioning constitute usage and will be documented per par. 6212 or by Type Commander 2M Maintenance directives.

Part B: INVENTORY CONTROL**Section I: INTRODUCTION****→ 6165 SCOPE**

Instructions herein are applicable to all ships, including provisions stores ships (AF) (except for load material under MFCS). The instructions are designed and organized to provide for effective inventory management of maintenance assistance modules, repair parts and consumables required for the support of shipboard spaces and hull, mechanical, electrical, ordnance, and electronic equipment (installed or portable). Material commodities specifically excluded from these instructions are ships store stock (cognizance symbols 1Q, 9D); subsistence (cognizance symbol 9M); ammunition (cognizance symbol 2T); medical stores (cognizance symbol 9L); publications (cognizance symbol 0I); nuclear weapons support material (cognizance symbol 0A, 8A); aeronautical, photographic, and meteorological material (cognizance symbols 1R, 2V); and bulk fuels and bulk lubricating oil (cognizance symbol 9X). Instructions applicable to the inventory management of Hazardous Material, Presentation Silver, Depot Level Repairables, and Fuel are contained in Chapter 8.

6167 RESPONSE TIMES

The following chart shows the maximum response times for processing issue:

Material on board	
<u>Urgency of need designator (UND)</u>	<u>Process and issue time</u>
A	1 hour
B	2 hours
C	24 hours
Material not on board	
<u>Priority designator (PD)</u>	<u>Requisition preparation time</u>
01-08	2 hours
09-15	24 hours

6168 SELECTED ITEM MANAGEMENT (SIM)

1. SIM CONCEPT. Selected item management (SIM) is an inventory control principle which focuses management attention on the small percentage of items that experience the majority of on board demands for material. Inventory management of repair parts and consumables designated as SIM items requires:

- a. close and continuing attention;
- b. quarterly stock status review;
- c. semiannual inventory;
- d. verification or update of pertinent management data in stock records upon each receipt of a new FEDLOG;
- e. stock replenishment based on demand, with the use of high and low limits;
- f. collective storage in a centrally located storeroom(s), except for items which, because of their physical characteristics, cannot be properly stored in such location(s);
- g. separate file of stock records (i.e., separate from NON-SIM stock records).

2. NON-SIM. Inventory management of NON-SIM repair parts and consumables requires:

- a. close attention only upon receipt and issue of material;
- b. inventory of the remaining balance of an item after each issue (i.e., post issue inventory);
- c. reference to FEDLOG for verification of pertinent management data only when an item is requisitioned;
- d. stock replenishment on a one-for-one basis except when otherwise prescribed by the type commander in accordance with par. 6004, or when excess stock is on hand;
- e. separate file of stock records(i.e., separate from SIM stock records).

3. REGISTERING DEMAND. Under the SIM concept, the designation of items as SIM, SIM DTO, or NON-SIM is based primarily upon frequency of demand (see Glossary). Since frequency of demand relates to a specific time frame, it is necessary to consider the date on which each demand is registered. To facilitate reviews of demand frequency, demands for stock items and demands for not carried (NC) items are registered differently, as explained in the following subparagraphs.

- a. Stock Items. Demand for a stock item is registered when the requested item is issued and the issue has been posted in the stock record. When the requested quantity is totally NIS, the demand is not registered until the item has been requisitioned and at least a partial supplied from on board stock and the remaining quantity is procured for DTO, the demand is registered upon the first partial issue. Whenever partial quantities are involved, all issues applicable to the same requirement are collectively considered as one demand (see par. 6211-5b).

b. NC Items. Demand for an NC item is registered when the requested item is requisitioned and, if an historical demand file is maintained (see par. 6188-11), after the requisition number has been entered in data block B of the hardback copy of the NAVSUP 1250-1. (Since the hardback copy of a NAVSUP Form 1114m (or other suitable form) must be prepared for the historical demand file). If the requested item is requisitioned and the total quantity requisitioned is subsequently canceled because the requirement no longer exists, the previously registered demand is nullified. In such cases, the applicable document will be withdrawn from the historical demand file (if maintained) and discarded, regardless of whether or not a cancellation confirmation or the material is eventually received.

4. DESIGNATION OF SIM ITEMS. A SIM item is an item which has experienced a frequency of demand of two or more within the past six months or which has a predictable demand frequency of two or more in a six month period based on deployed or seasonal usage. Not carried (NC) items and items initially designated as NON-SIM items will be designated as SIM items upon the second demand of a recurring nature. Depot Level Repairable (DLR) items (except for FBM activities) are not authorized to be stocked as SIM/DBI material, regardless of the frequency of demand. Therefore, when the currently allowed quantities of such items need to be revised incident to increased/decreased demand, authorization for the required changes must be requested in accordance with par. 2105.

5. DESIGNATION OF SIM-DTO ITEMS. A SIM-DTO item is any consumable item that meets the frequency of demand criteria for a SIM item, but is not stocked by the supply department, usually because of space limitations. Materials received are issued immediately to the using department. Stock records are maintained by the supply department primarily to accumulate usage data incident to simultaneous posting of receipts and issues, and secondarily, to record outstanding requisition data. However, since receipts and issues are posted simultaneously, stock records for SIM DTO items will never show an on hand balance (if a currently designated SIM DTO item should experience no demand in six consecutive months, the "SIM DTO" notation in the stock record will be deleted, and the card will be transferred to the historical demand file (if maintained), or it will be discarded if such file is not maintained (see par. 6188-11).

6. DESIGNATION OF NON-SIM ITEMS. When an NC item which does not meet the frequency of demand criteria for a SIM item is to be stocked (see par. 6168), it will be designated as a NON-SIM item. At the time of the quarterly review of SIM stock records (see par. 6233), any SIM item which has had no demand for the past six months will be redesignated as a NON-SIM item. When a SIM item is redesignated as a NON-SIM item, the demand period (i.e., 6/9/12 months), total demand quantity, high limit, low limit, and safety level entries in the stock record will be lined out before it is transferred to the NON-SIM file. Also, any outstanding requisitions for the item will be reviewed for possible cancellation.

6169 STOCKING POLICY - REPAIR PARTS

1. **RECORDS.** The Supply Officer will maintain a Stock Record Card Afloat (NAVSUP Form 1114m) for each stocked repair part on board. The supply department will exercise control of stocked repair parts in the custody of other departments through custodians appointed by the heads of departments controlling the spaces in which the repair parts are stored. Historical demand data will be maintained for all NC repair parts ordered for DTO.

2. **SIM ITEMS.** Consistent with high and low limits prescribed in par. 6227, repair parts designated as SIM items will be stocked to achieve an average endurance level of 75 days, as prescribed in par. 6003.

3. **NON-SIM ITEMS.** Repair parts designated as NON-SIM items will be stocked to the allowance quantity except when otherwise prescribed by the type commander.

4. **NC ITEMS.** Each demand for an NC repair part will be verified to ensure that the item is identified properly and that the parent equipment is supported in the COSAL. If the parent equipment is not supported in the COSAL, the equipment must be validated and an appropriate APL requested. NC items having no allowance will not be ordered for stock except under the following conditions:

a. When an NC item receives two or more demands of a recurring nature within a six month period, the item will be procured, stocked, and managed as a SIM item. The initial quantity to be requisitioned for stock (i.e., high limit) will be based on the total demand quantity for at least a six month period (see par. 6226). If the demands occurred in less than six months (e.g., in one or two months), the demand quantity to be used in computing the HL/LL/SL quantities will include the quantities previously requested and an estimated quantity which the using department(s) expects to be required during the remaining months of the demand period).

b. When an NC item receives two demands of a recurring nature within a period of one year, the item may be procured for stock as a NON-SIM item in a minimum replacement quantity (usually one).

c. When an NC item does not meet the frequency criteria in item a or b, the item may be procured for stock only after submission and approval of an Allowance Change Request (NAVSUP Form 1220-2) in accordance with par. 2105. However, if the item is required to be stocked prior to approval of the NAVSUP Form 1220-2, a requisition for a minimum replacement quantity (usually one) may be forwarded to the type commander for approval.

5. NUCLEAR PROPELLED SUBMARINES (SSNS) AND NUCLEAR PROPELLED FLEET BALLISTIC MISSILE (FBM) SUBMARINES (SSBNS). The Supply Officer will maintain stock records for all FBM weapons and navigation systems repair parts and for SSN navigation system repair parts, including any operating space items (COSAL Part III Section B) that are of a repair part nature, even though such items may be held by cognizant department heads. Replenishment by department heads will be through the Supply Officer on a one for one basis.

6. REACTOR PLANT SUPPORT MATERIAL. The Supply Officer is responsible for all Reactor Plant support material (Q COSAL) except controlled equipage items. Stock levels for this material will be maintained at 100% of the allowance on hand or on order at all times.

6170 STOCKING POLICY - CONSUMABLES

1. GENERAL. Except for certain bulky items which must be replenished frequently due to inadequate shipboard storage space, consumables will be procured to maintain the average endurance levels prescribed in par. 6003; i.e., 75 days average endurance for equipment related consumables, and 30, 45, 60, or 75 days average endurance (as designated for each ship type) for non equipment related (general use) consumables. Normally, only consumables that qualify for SIM designation, and for which supply department storage space is adequate will be considered for stocking, consistent with high and low limits prescribed in par. 6227. SIM designated consumables which cannot be stored in supply department spaces will be procured and issued as SIM DTO items. Non-SIM consumables generally will be ordered for DTO, but may be stocked if justified on the basis of mission essentiality or health and comfort. If non-SIM consumables are stocked, quantities will be limited to allowances indicated in Section A or E of Part III of the COSAL; and if the items are not listed in the appropriate SIM table in par. 6227. In small ships having extremely limited supply department storage space, all consumables normally will be ordered for DTO, rather than for stock or SIM DTO; and in this circumstance, the Supply Officer will maintain a record of historical demand by either:

- a. retention of the hardback copy of each applicable NAVSUP Form 1250-1 (or other form used for an historical demand record), or
- b. by filing a copy of each department heads list of consumables required to support a 90 day deployment without replenishment.

6171 STOCKING POLICY - PRE-EXPENDED BIN (PEB) MATERIAL

1. CRITERIA. PEB material consists of low cost, frequently used maintenance related items which are pre-expended from supply department stock and stored in departmental work centers for ready accessibility to maintenance personnel. Department heads will designate the work center(s) in which the PEB(s) will be located. The Supply Officer and department heads jointly will develop a list of the items and quantities to be pre-expended. The Supply Officer will retain the original of the list and a copy will be provided to each department head concerned. PEB material will be replenished by the petty officer designated by the department head in whose space the PEB is located. To ensure that only authorized items and minimum quantities are pre-expended from supply department stock, the following criteria are prescribed:

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- a. Only maintenance related SIM items will be pre-expended; non maintenance related SIM items and non-SIM items will not be pre-expended.
- b. The item must have three demand frequencies per month in the work center to qualify for PEB. (Demand frequency, in this case, does not necessarily refer to the number of times that an item is requested from the supply department, but rather to the number of times that an item is required for maintenance jobs. For example, one gross of screws may represent only one issue by the supply department but may represent several applications to different maintenance jobs.)
- c. Quantities will be limited to one month usage, except for items such as frequently used bolts, nuts, and screws when the standard unit of issue (e.g., gross) may exceed maintenance requirements for one month.
- d. The unit price will be limited to \$50 or less. However, Type Commanders may increase the PEB unit price limit to \$150.
- e. Repairables (DLRs/FLRs) or "critical" items (see Glossary), will not be pre-expended.
- f. Supply department stock in the custody of other departments will not be pre-expended.
- g. Pilferable items (Pilferable Codes, I, J, M, N, P, Q, R, V, W, X, Y, and Z) will not be pre-expended. Repair parts in support of equipment items with Pilferage Code I, Y, and Z and those unclassified items assigned Pilferage Code J may be pre-expended provided that such items are retained in a security storage cage.
- h. Items with assigned Issue Restriction Codes for which issue approval must be provided by the Cognizant ICP, Systems Command or higher Navy authority will not be pre-expended.
- i. Items with assigned Storage Codes indicating a requirement for specialized storage facilities (e.g., hazardous/flammable items) will not be pre-expended.
- j. Items assigned Security Codes A, H, K, L, O, S, T or Z will not be pre-expended.
- k. Items with assigned Special Material Content Codes A through Z, 2, 3, or 4 will not be pre-expended.

2. QUARTERLY REVIEWS. Coincident with the quarterly review of SIM stock records (see par. 6233), the Supply Officer will review his list of PEB items. When the frequency of demand no longer qualifies a listed item as PEB material, the Supply Officer will request the department head concerned to delete the unqualified item from his duplicate list, and to return any on hand quantity of the item to supply department stock. Conversely, if a not listed SIM repair part has experienced sufficient frequency of demand to qualify as PEB material, the item will be brought to the attention of the using department head(s) so that, if desired, it may be added to his duplicate list and requested as PEB material. The Supply Officer's list of PEB items will be revised, as necessary, to reflect all changes made in duplicate lists.

6172 STOCKING POLICY - MAINTENANCE ASSISTANCE MODULES (MAMS)

1. GENERAL. MAMs consist of those items identified in the COSAL by assignment of Allowance Note Code "N" and the establishment of a new COSAL Stock Number Sequence List (SNSL) segment to be identified as COSAL Part III, Section CF. The Supply Officer will maintain a Stock Record Afloat (NAVSUP Form 1114m) for each MAM authorized on board. Replenishment by department heads will be through the Supply Officer on a one for one basis. When necessary issue request documents will be prepared to report consumption and to initiate replenishment of missing items for which replacements were not requested.

6173 EXCESS STOCK

1. GENERAL. In the current era of rising costs and funding constraints, the identification and purging of excess stock has become an increasingly more important inventory control function. Although excess repair parts are identified and purged from shipboard stock during an ILO, it is generally true that occasional excesses of stocked repair parts and consumables will occur during the 3-4 year interval between ILOs. Such excesses may result from equipment removals, receipt of duplicate shipments, incorrectly determined high limits, gains by inventory, etc. Unless otherwise directed in Fleet Commander In Chief OPORDERs or in the type commanders' instructions, all clearly identified stock excesses which are generated during the period between ILOs will be transferred promptly to an ashore supply activity in accordance with pars. 5066-5080. However, if a ship is deployed, excesses may be transferred to any afloat activity having specific requirements for the material; otherwise, disposition will be withheld until completion of the deployment. In all instances of unauthorized excesses, the Supply Officer will initiate immediate action to cancel or reduce the quantities in any applicable outstanding requisitions for which shipping status has not been received.

Section II: RECORDS AND FILES**6186 STOCK RECORDS**

1. FORMS. A Stock Record Card Afloat (NAVSUP Form 1114m) will be maintained for each stocked maintenance assistance module, ready service spare, repair part or consumable, and for each SIM DTO item. Ships will maintain (blue) stock record cards for reactor plant items (i.e., "Q" COSAL items); (red or red bordered) stock record cards for other special category items (e.g., DLR, SMIC, shelf-life, critical, hazardous, classified); and (buff) stock record cards for all other items. Stock records in all ships will include outstanding requisition numbers and a history of all receipt and expenditure transactions, as well as all management data required for proper inventory control. Stock records for other than SIM DTO items also will show storage locations and current on hand balances. All stock records will be retained until replaced incident to an ILO.

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2. FILES. Stock records may be kept in either horizontal or vertical filing equipment. The use of horizontal files (i.e., card file trays) for SIM items and the use of vertical files (i.e., boxes or card file drawers) for non-SIM items is recommended. Regardless of the filing equipment utilized, separate files are required for SIM and non-SIM items (see par. 6168), and the stock records within each file will be arranged in NIIN sequence. To preclude misfiling or careless loss of stock records, only personnel who are well trained or properly supervised will be permitted access to stock record files.

3. DATA ELEMENTS. Mandatory data elements included in NAVSUP Form 1114m are as follows (see samples on page 6-46):

<u>Field Legend</u>	<u>Explanation</u>
Cog	Cognizance symbol. See Appendix 18.
M/C	Material control code. Mandatory entry for repairables. See Appendix 9I.
National Stock No., SMIC, and Description	NSN (including SMIC, when applicable) and noun name of item; or Navy item control number (NICN) and noun name of item (see par. 2033); or part number (preceded by applicable CAGE) and noun name of item, if item is not identified by an NSN or NICN.
U/I	Unit of issue. See Appendix 19.
Unit Price	Unit price.
APL/AEL No.	(1) Applicable APL/AEL number for repair parts and equipment related consumables. If the Integrated Stock List (ISL) indicates that multiple APL or AEL numbers are applicable to the same item, enter the letter "M" in lieu of any APL/AEL number. (2) Entry of "GEN USE" or "GUCL" for non equipment related consumables.
Location	Each location in which item is stored. For NON-SIM items, each location as well as the quantity in each location is required however, multiple locations of non-SIM items will be avoided when possible. Blank for SIM DTO items.
HL, LL, SL	High limit, low limit, and safety level quantities computed in accordance with par. 6226-2. Applicable to SIM items only. Entry of "SIM DTO" for SIM DTO items. Blank for non-SIM items.
Dem Pd, Dem Qty	Number of months in the demand period used to compute the total demand quantity (i.e., 6, 9 or 12), and the total demand quantity. Applicable to SIM items only. Blank for SIM DTO and non-SIM items.

<u>Field Legend</u>	<u>Explanation</u>
UIC	<p>(1) Ship's unit identification code.</p> <p>(2) Enter "MAM" on OBRP stock record cards which also have an on board "MAM" stock record card.</p> <p>(3) Enter "OBRP" on MAM stock record cards which also have an on board OBRP stock record card.</p>
A/L Qty	Allowance list quantity. Blank for non allowance items (see Glossary) and SIM DTO items.
AT	Allowance type code. The ILO assigned AT code will be carried forward to the succeeding record when an ILO prepared stock record is filled. When the ship prepares a stock record for a new stock item added between ILOs, the appropriate AT code from Appendix 9C will be assigned.
E/R/C	<p>Applicable E/R/C code, as follows:</p> <p>E - for equipage items (special accounting class 207 ships only);</p> <p>R - for repair parts, and equipment related consumables;</p> <p>C - for general use consumables.</p>
Beg. Mo. Dem.	The beginning month and year of the demand period (usually the ILO completion date). Between ILOs, the beginning date in filled stock records always will be carried forward as the beginning date in succeeding records. When the ship prepares a stock record for a new stock item added between ILOs, the beginning date of the demand period will be the material request date indicated in the historical demand file (HDF) copy of the initial issue request for the item. If the item was not previously requested, the beginning date of the demand period will be the date of the initial requisition indicated in the "Requisitions outstanding" column of the stock record. Entry of the ending date of the demand period is not required inasmuch as the commencement date of the next ILO (or the last transaction date posted in a closed out stock record) will be considered as the ending date.
DQBF	Cumulative demand quantity brought forward from a filled stock record (i.e., the total quantity issued between the beginning month of the demand period and the date on which the new stock record is prepared). Includes the sum of all quantities posted as issues in the filled stock record plus any demand quantity that may have been brought forward when the filled stock record was prepared. (When a stock record is prepared between ILOs for a former not carried item with a history of prior demand(s), the sum of the quantities previously requested, as indicated in applicable HDF copies of prior issue requests, will be entered in this data block.)

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<u>Field Legend</u>	<u>Explanation</u>
DFBF	Cumulative demand frequency brought forward from a filled stock record (i.e., the total number of issues made between the beginning month of the demand period and the date on which the new stock record is prepared). Includes the total number of issues posted in the filled stock record plus the number of issues that may have been brought forward when the filled stock record was prepared. (When a stock record is prepared between ILOs for a former not carried item with a history of prior demand(s), the number of such demands, as determined by the number of applicable HDF copies of the prior issue requests, will be entered in this data block).
URG	A check mark () or X if the item is listed in the Consolidated Afloat Requisitioning Guide Overseas (CARGO), indicating that the item is available in the deployed area from ships of the underway replenishment group (URG).
MRT	A check mark () or X if the item is listed in the Servmart shopping list of the local supply support activity.
EOI	A check mark () or X if the item is designated as an economic order item (see par. 6226-5).
CI	A check mark () or an X if the item is designated as a critical item (see Glossary).
MEC	Military essentiality code (MEC), as indicated in the COSAL SNSL for repair parts and equipment related consumables.
HIC	Hazardous item code (H, F, M, or R), if item is listed in the Hazardous Material Information Systems (HMIS); or any other special material content (SMC) code which may be indicated for the item in the COSAL SNSL or Special Category Item List (SCIL).
SCC	Controlled Inventory Item Code, if applicable. See Appendix 9D.
SLC	Shelf-life code, if applicable. See Appendix 9S.
PEB	A check mark () or X if item is designated as a pre-expended bin item (see par. 6171).
Requisitions	The Julian date, serial number, and quantity outstanding applicable to each procurement document. Lowest part of the column is used, when applicable, for entry of the NSN of a superseded, superseding, or substitute item.

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NAVSUP FORM 1114M FOR A SIM REPAIR PART

ORM 1114m	(6-73)	9N	5960-00-134-5995	TUBE	EA	1.92	06302342	D1112	12	9	6										
	COG	M/C	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HL	LL	SL									
	U	C	R52192	0006	1	R	4/96		X	X											
	REQUISITIONS OUTSTANDING			A/L QTY	AT	E/R/C	BEG. MO. DEM.	DQBF	DFBF	URG	MRT	EOI	CI	MEC	HIC	SCC	SLC	PEB	DEM. PD	DEM. QTY	
	JUL DATE	SERIAL NO.	QUANTITY	DATE & SER/WCC			RECEIPTS	ISSUES	ON HAND	DATE & SER/WCC			RECEIPTS	ISSUES	ON HAND						
	6138	3306	3	18 APR 96					0012												
	6185	3385	4	6139-0602					3	9											

NAVSUP FORM 1114M FOR A NON-SIM REPAIRABLE ITEM

ORM 1114m	(6-73)	7H	H	5840-00-798-4946	AMPLIF	EA	853.00	882094535	A1250												
	COG	M/C	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HL	LL	SL									
	U	C	R52192	0002	1	R	4/96			X											
	REQUISITIONS OUTSTANDING			A/L QTY	AT	E/R/C	BEG. MO. DEM.	DQBF	DFBF	URG	MRT	EOI	CI	MEC	HIC	SCC	SLC	PEB	DEM. PD	DEM. QTY	
	JUL DATE	SERIAL NO.	QUANTITY	DATE & SER/WCC			RECEIPTS	ISSUES	ON HAND	DATE & SER/WCC			RECEIPTS	ISSUES	ON HAND						
	6109	3456	0001	18 APR 96					0001												

NAVSUP FORM 1114M FOR A SIM DTO CONSUMABLE ITEM

ORM 1114m	(6-73)	9Q		8010-00-815-2692	PAINT,HR	CN	5.25	GUCL				SIM DTO									
	COG	M/C	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HL	LL	SL									
	U	C	R52192			C	4/96	72	12	X	X		F	3							
	REQUISITIONS OUTSTANDING			A/L QTY	AT	E/R/C	BEG. MO. DEM.	DQBF	DFBF	URG	MRT	EOI	CI	MEC	HIC	SCC	SLC	PEB	DEM. PD	DEM. QTY	
	JUL DATE	SERIAL NO.	QUANTITY	DATE & SER/WCC			RECEIPTS	ISSUES	ON HAND	DATE & SER/WCC			RECEIPTS	ISSUES	ON HAND						
	6243	3150	6	6243-3150			6	6	0												

6187 LOCATOR/INVENTORY RECORDS

1. GENERAL. Although the maintenance of Afloat Locator/Inventory Records (NAVSUP Forms 1075) is not mandatory, their use is recommended when, in the opinion of the Supply Officer, such records will provide more effective inventory management. If locator/inventory records are maintained, they will be kept in a location(s) separate from that in which stock records are maintained, thereby minimizing the possibility of simultaneous loss of stock records and locator/inventory records. Locator/inventory records serve the following purposes:

- a. to provide basic data to assist in reconstruction of stock records in the event of battle damage or disaster;

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- b. to obtain item locations in the issue process, without reference to stock records;
 - c. to record physical inventories of SIM items and special materials, and of other items when required.
2. STOCK RECORD RECONSTRUCTION. If locator/inventory records are retained solely for stock record reconstruction in emergencies, maintenance of current item locations is not required either in the locator/inventory records or in the Integrated Stock List (ISL). The location data entered in the locator/inventory records and in the ISL during ILO will suffice.
3. ITEM LOCATION
- a. Locator/Inventory Records. If locator/inventory records rather than stock records are used to obtain item locations in the issue process, the locator/inventory records will be kept in the storerooms (or groups of storerooms) to which they pertain and the applicable management and location data will be currently maintained. As the ISL, in this circumstance, will not be necessary for record reconstruction in emergencies, it may be kept in any location which the Supply Officer considers to be convenient.
 - b. Stock Records. If stock records are used to obtain item locations in the issue process, as is generally the case in small ships in which stock records are maintained in storerooms, locator/inventory records are not necessary. However, the ISL provided during an ILO will be retained for record reconstruction in emergencies, and will be kept in a compartment separate from that in which stock records are maintained.
4. PHYSICAL INVENTORY. If locator/inventory records are maintained for record reconstruction or for item locations, they also will be used to record physical inventories as required, and after stock records have been reconciled, they will be returned to their regular files. If locator/inventory records are not maintained for record reconstruction or item locations, the preparation and repetitive use of locator/inventory records are recommended for recording physical inventories of SIM items and special materials. Such locator/inventory records may be filed in back of applicable stock records, or in any other location which the Supply Officer considers to be convenient for ready reference.

6188 DOCUMENT FILES

- 1. GENERAL. The document files described in the following paragraphs are prescribed as minimum for effective inventory control.
- 2. MATERIAL OUTSTANDING FILE (MOF). The MOF provides a single, complete, and readily accessible file of all procurement documents (and related documentation) for material and services not yet received.

a. Contents. Retained copy of each DD Form 1348 (hardback copy), DD Form 1348-6 (pink copy), DD Form 1149, DD Form 1155, NAVSUP Form 1250-1 used as a requisition (hardback copy), or other documents (including message requisitions and letter requests) used to procure material or services. The MOF copy of each DD Form 1155, DD Form 1149, message requisition, or letter request will be attached to the hardback copy of the related NAVSUP Form 1250-1 or DD Form 1348 prepared for use as an obligation document. The MOF also will contain all documentation relative to outstanding procurement documents (e.g., supply status, shipment status, follow-ups); and when no NIS/NC file is maintained, it will include the white and green copy of NAVSUP Forms 1250-1. Additionally, the MOF will include completed receipt documents for partial quantities when the remaining balances continue to be outstanding. For convenience, the MOF may be segregated into "Requisitioned material" and "Purchased material" segments; however, a single series of document numbers must be used in both requisition and purchase documents.

b. Sequence. High priority requisitions (PD 01-08) in document number sequence, separated from and followed by routine requisitions (PD 09-15) in document number sequence. This separation of requisition documents in the MOF will facilitate frequently required reviews of the status of high priority requisitions and will help to ensure that follow-ups, when required, are initiated on a timely basis.

c. Disposition. When the total quantity of outstanding material has been received and/or canceled, the MOF copies of applicable procurement documents will be attached with related receipt documents and/or cancellation confirmation documents and transferred to the material completed file (MCF). The white and green copy of NAVSUP Forms 1250-1 for NIS/NC material, if kept in the MOF, will be distributed in accordance with par. 6214. The hardback copy of NAVSUP Forms 1250-1 will be transferred to the MCF after related receipt documents have been posted and attached.

3. MATERIAL COMPLETED FILE (MCF). The MCF provides a record of completed (or canceled) procurement documents.

a. Contents. Copy of each completed procurement document removed from the MOF, plus a receipted copy of each applicable DD Form 1348-1A, NAVSUP Form 1250-1 (white copy), or other receipt document. Also, a copy of each canceled procurement document removed from the MOF upon receipt and attachment of the cancellation confirmation. Related documents such as follow-up requests, status cards, and requisition modifiers attached to the hardback copies of completed or canceled DD Forms 1348 removed from the MOF may be included in the MCF or discarded, at the discretion of the Supply Officer. Procurement documents which normally are not filed in the MOF but which are required in the MCF include the receipt yellow copies of NAVSUP Forms 1250-1 used for obtaining material from a Servmart. Servmart procurement documents filed in the MCF must have adding machine tapes attached. If the MOF is segregated into "requisitioned material" and "purchased material" segments, the MCF will be kept the same way.

b. Sequence. Document number.

c. Disposition. Retained for three years after the completion (or cancellation) of the procurement document.

4. **PURCHASE PAYMENT FILE (PPF).** The PPF provides a convenient means of holding copies of DD Forms 1155 to be used for receipt and inspection purposes, and related dealer's invoices for materials or services which have not yet been received and accepted.

a. **Contents:** A copy of each DD Form 1155 which indicates that the dealer's invoice will be mailed to the ship, and the dealer's invoice when received prior to delivery of material.

b. **Sequence:** Document number.

c. **Disposition:** Processed in accordance with par. 4336 after materials or services have been received and accepted. Retained for three years after completion of the procurement action.

5. **CONSUMPTION FILE.** The Consumption File provides a retained record of completed consumption documents, from which the cumulative money value of each budget category of chargeable material (or services) is computed and reported in the monthly Budget/OPTAR report to the appropriate DFAS OPLOC and type commander. This file is not required to be maintained by nonautomated ships of the submarine forces (see par. 6008).

a. **Contents.** White copy of each completed NAVSUP Form 1250-1. When a ship's consumption data is reported to the type commander by a tender or other supporting activity, NAVSUP Form 1250-1 for consumables (non equipment related) need not be prepared unless required by the type commander.

b. **Sequence.** Budget category, i.e., chargeable equipage (fund code __E), chargeable repair parts (fund codes __B and __R), chargeable consumables and services (fund codes __C, __D, __J, __K, __L, __S, __T, __U, __V, __2, __7, and __9).

c. **Disposition.** Retained for two years (separated by fiscal year).

6. **MDS/SEAS DATA FILE.** The MDS/SEAS file provides a holding file of copies of consumption documents required to be submitted periodically to the type commander for budgetary purposes and (for maintenance related documents) for input to the 3-M program.

a. **Contents.** Green copy of each completed NAVSUP Form 1250-1. When applicable to chargeable material (or services), the extended price must agree with that in original consumption file in order that the money value of documents (in each budget category) submitted to the type commander matches. When a ship's consumption data is reported to the type commander by a tender or other supporting activity, a NAVSUP Form 1250-1 for consumables (non equipment related) need not be prepared unless required by the type commander.

b. **Sequence.** Budget category, i.e., chargeable equipage, chargeable repair parts, and chargeable consumables and services; and nonchargeable equipage, repair parts, and consumables (i.e., by fund code).

c. **Disposition.** Transmitted each month to the type commander. Prior to transmittal, all maintenance related documents must be reviewed by the 3M coordinator (see par. 6295).

7. **PROCUREMENT ACTION FILE (PAF).** The PAF provides a file for temporary placement of all NAVSUP Forms 1250-1 which will be used to initiate MILSTRIP requisitions or other procurement documents.

a. **Contents.** Complete set less the yellow copy (and hardback copy if a procurement action tickler file is maintained) of each NAVSUP Form 1250-1 which will be used to initiate procurement of DTO material; and the hardback copy only of each NAVSUP Form 1250-1 which will be used to initiate procurement of stock replenishment material. If the file should contain more than one document for stock replenishment of the same item, the requisition quantity will be verified as that currently required prior to preparation of a procurement document. The file will be reviewed daily to ensure that procurement documents are prepared on a timely basis.

b. **Sequence.** DTO material documents grouped by urgency of need designator (UND) in A, B, C sequence; followed by stock replenishment material documents in NIIN sequence.

c. **Disposition.** Distributed in accordance with the applicable chart in par. 6214 after the procurement document has prepared.

8. **PROCUREMENT ACTION TICKLER FILE (PATF).** The PATF provides the stock records storekeeper with a "tickler" file for ensuring that a copy of each procurement document prepared and submitted is sent to him for requisition data entries in stock records, or for requisition number entries in data block B of historical demand file documents (see par. 6188-11). A procurement action tickler file is required to be maintained by ships in which the stock records and requisitioning functions are performed in different locations. It is not required to be maintained by nonautomated ships of the submarine forces, nor by other ships in which the stock records and requisitioning functions are performed in the same location.

a. **Contents.** Yellow copy of each NAVSUP Form 1250-1 that will be used to initiate procurement of stock replenishment material, and the hardback copy of each NAVSUP Form 1250-1 which will be used to initiate procurement of DTO material.

b. **Sequence.** Stock replenishment and NIS DTO documents in NIIN sequence; then SIM DTO documents in NIIN sequence; then NC documents (other than SIM DTO) in work center code sequence.

c. **Disposition.** Stock replenishment, NIS DTO, and SIM DTO documents—discarded after a copy of the related procurement document is received and requisition data is entered in the stock record. NC (other than SIM DTO) documents—transferred to the historical demand file after a copy of the related procurement document is received and the requisition number is entered in data block B, and after a copy of the DD Form 1348-6 (if used as the procurement document) has been attached.

9. DEPARTMENTAL FILE. The Departmental File provides department heads with evidence of action taken on their issue requests (i.e., material issued or ordered); and when a departmental budget is maintained, to provide department heads with copies of issue requests which represent charges or obligations against their assigned portions of the ship's OPTAR. Copies of issue requests applicable to DTO procurements also provide department heads with the related requisition numbers which can be used for obtaining status from, or initiating follow-up by, the supply department.

a. Contents. Pink copy of each NAVSUP Form 1250-1 applicable to an issue, a DTO procurement document, an inventory loss of stock material, or a material receipt shortage of stock replenishment material.

b. Sequence. By department.

c. Disposition. Sent to appropriate department heads on the 15th and last day of each month.

10. NIS/NC FILE. The NIS/NC File provides a receipt control file of prospective issue documents applicable to all material ordered for DTO. This file is not required to be maintained by nonautomated ships of the submarine forces. In such ships, the green copy of NAVSUP Forms 1250-1 for NIS/NC items is filed in the MOF, attached to the related hardback copy.

a. Contents. White and green copy of each NAVSUP Form 1250-1 for material which is not in stock (NIS) or not carried (NC); filed at the time the related requisition is prepared. This file is optional, unless otherwise directed by the type commander (if the NIS/NC file is not maintained, the white and green copy of NAVSUP Form 1250-1 for NIS/NC items will be attached to related requisition documents in the MOF).

b. Sequence. Document number.

c. Disposition. Processed and distributed in accordance with par. 6214, or removed and discarded when a requested cancellation is confirmed.

11. HISTORICAL DEMAND FILE (HDF). The HDF provides a record of demands for non stocked material so that items which experience repeated demands can be considered for stocking. When the type commander provides a monthly ADP list of NC items qualified for stock (based on SEAS consumption documents which the ship submitted in the past 12 month period), the hardback copies of DD Form 1348/1348-6 or NAVSUP Form 1250-1 for NC items may be discarded after procurement documents have been prepared. The list will be used as the historical demand record until replaced by the next monthly list. Superseded lists need not be retained in as much as ILO requirements for demand data applicable to NC items can be readily provided by the type commander's ADP facility.

a. Contents. Hardback copy of each NAVSUP Form 1348/1348-6 for an NC repair part or NC consumable (except SIM DTO). If a NAVSUP Form 1250-1 is used as the consumption document, a NAVSUP Form 1114m (or other suitable document) must be prepared for the HDF when an NC repair part is requisitioned; however, the "additional" document need indicate only the NSN, quantity, and requisition number. HDF documents are filed at the time related

requisitions are prepared. Also, any NAVSUP Forms 1114m which may have been maintained for previously designated SIM DTO items (see par. 6168-5), and a copy of each Servmart shopping list (SSL) that includes NC consumables which are not SIM DTO. For convenience, this file may be separated into "repair parts" and "consumables" segments; however, a "consumable" segment is not required in small ships which do not stock consumables (see par. 6169-3).

b. Sequence. Hardback copies of DD Form 1348/1348-6, or NAVSUP Forms 1114m: NIIN, NICN, part number, other item identification. Copies of SSL's: Chronologically, by Julian date of the applicable MVO requisition number.

c. Disposition. Retained until the next ILO (Integrated Logistics Overhaul).

12. EXPENDITURE INVOICE FILE. The Expenditure Invoice file provides a record of all expenditure documents other than issue documents.

a. Contents. Original (or copy, if other disposition of the original is required in accordance with Chapter 5) of each DD Form 1348 or NAVSUP Form 1250-1 inter ship transfers only), DD Form 1348-1A, DD Form 1149, DD Form 200, or other expenditure document used for the transfer or survey of material.

b. Sequence. Expenditure invoice number, assigned consecutively within each fiscal year in accordance with par. 5001. However, if a transfer document covers repairable material for which a replacement requisition has been submitted, the expenditure invoice number will be the same as the document number of the replacement requisition (see par. 8323).

c. Disposition. Retained for one year after completion of transfer or survey action.

13. MISCELLANEOUS RECEIPT FILE. The Miscellaneous Receipt File provides a record of material receipt documents which are inappropriate to be retained in the material completed file.

a. Contents. Receipt documents applicable to material consignments not related to a ship's procurement document (e.g., receipt of a portable radiac equipment incident to a SPAWAR originated shipment order).

b. Sequence. Chronologically, by date of receipt.

c. Disposition. Retained for one year after receipt of material.

14. DEPOT LEVEL REPAIRABLES (DLR) SUSPENSE FILE. The DLR Suspense File is used as "ticklers" to ensure that departmental turn-ins of replaced DLR items are promptly received and shipped to the nearest designated support point (DSP) or designated overhaul point (DOP).

a. Contents. Skeletonized DD Forms 1348-1A for prospective shipments of unserviceable DLR items expected to be turned in to the supply department in exchange for issued replacements.

b. Sequence. Work center code.

c. Disposition. Completed and processed in accordance with par. 8323 when a departmental turn-in of a replaced DLR item is received for shipment to the DSP/DOP.

Section III: ISSUE CONTROL**6205 SCOPE**

Paragraphs 6206-6212 prescribe procedures for preparing, processing, and distributing issue request documents, including those for usage reporting of non issued maintenance material. Detailed instructions relative to expenditure documents for inventory losses of stock material are contained in pars. 6070-6071. Detailed instructions relative to transfers are contained in Chapter 5, except for related stock record posting procedures which are described in par. 6213. Flow charts for related issue request, procurement, and receipt documents are included in par. 6214.

6206 ISSUE REQUEST DOCUMENT

1. GENERAL. All issues of stock material and all DTO material procured by the supply department, as well as all chargeable services, will be recorded in a NAVSUP Form 1250-1. In preparing the NAVSUP Form 1250-1, the following general instructions will be followed:
 - a. Use a ball-point pen or typewriter for data entries.
 - b. Include each entry in the proper data block.
 - c. To avoid confusion between the numeric zero and the alphabetic "O", use the communication Ø to represent a zero.
2. DATA BLOCK ENTRIES. When the NAVSUP Form 1250-1 is used to initiate a requisition for standard material, or when the NAVSUP Form 1250-1 is used as a requisition for standard material, the cognizance symbol, NSN, unit of issue, and unit price applicable to non-SIM items must be verified in FEDLOG (see par. 6231-3). The MILSTRIP data entries required in NAVSUP Forms 1250-1 to be used as requisitions will be made in accordance with par. 3025. Explanation of data blocks in the "issue request" part of the NAVSUP Form 1250-1 are described in par. 6207.
3. DISTRIBUTION. Distribution of the NAVSUP Form 1250-1 is determined by the type of transaction or circumstance to which it applies, whether a Procurement Action Tickler File (PATF) is maintained, and whether it is used as a consumption document or a requisition document. The distribution of the NAVSUP Form 1250-1 for each type of transaction is illustrated in par. 6214.

4. DEPARTMENT HEAD APPROVAL. An approval signature of the department head or division officer is required on all NAVSUP Forms 1250-1 for controlled equipage and services. NAVSUP Forms 1250-1 which indicate urgency of need designator of "A" in data block 3 will be approved by the Commanding Officer (the Commanding Officer may delegate to the Supply Officer), or in his absence his designated representative, normally the command duty officer. In addition an approval signature of the department head or his designated representative is also required on NAVSUP Forms 1250-1 for NC repair parts and consumables and on all NAVSUP Forms 1250-1 which indicate an urgency of need designator of "B" in data block 3 and for stock material, although the department head can designate persons to draw material from stock in one of two ways:

- a. a list of personnel approved by the department head to draw material from stock is submitted to the Supply Officer; or
- b. a locally prepared credit card is issued to designated persons. As a minimum, the credit card will include the name of the ship, the name of the department, a departmental number and the signature of the current department head.

6207 PREPARATION OF NAVSUP FORM 1250-1 FOR REQUESTING MATERIAL

1. REQUESTER - FOR ALL MATERIAL. When the material requested is to be used for equipment maintenance, the issue request must contain all appropriate MDS data, or it will not be accepted by the supply department (see OPNAVINST 4790.4, par. 910.4). The requester will enter the following information in the NAVSUP Form 1250-1 (see samples page 6-57):

<u>Data Block</u>	<u>Data Block Caption</u>	<u>Explanation</u>
1	Req. Date	Enter the Julian date on which the issue request is submitted.
2	Dept. No.	Optional entry. The department number is a 4 digit serial number which may be used by a ship for internal control of departmental issue requests. If used, it may be entered either by the requesting department or the supply department; if assigned by the requesting department, enter the next consecutive number from a check-off list of a block of serial numbers provided by the Supply Officer for departmental use.
2 (cont)		
3	Urgy	Enter urgency of need designator (UND) A, B, or C, as prescribed in par. 3047. When UND A or B is indicated for an NIS/NC item, an approval signature is required in data block 30 (see par. 6211-3); and for certain demands, a specific notation is required in data block 29 (see par. 6207-1).
4	RDD	Julian date when delivery of material is required. Entered only when the requested item is not in stock or not carried, and the priority authorized to be assigned in a requisition will not provide for timely delivery of material.

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<u>Data Block</u>	<u>Data Block Caption</u>	<u>Explanation</u>
8	Noun Name or Ref Sym	Enter the noun name of the requested item (e.g., BEARING), except when the part to be replaced is an electronic or ordnance item which has a reference symbol number, and which has been determined to be a failed part (i.e., when a check mark () or "X" is indicated in data block 9). In such cases, if the quantity requested is only 1 EA, enter the complete reference symbol number (when it does not exceed 8 characters) in data block 8. If the reference symbol number exceeds 8 characters, enter an asterisk (*) in the first position of data block 8, and in data block 29 (Remarks), enter an asterisk and the complete reference symbol number. If the quantity requested is more than 1 EA (e.g., 3 EA), enter an asterisk in the first position of data block 8, and in data block 29 (Remarks), enter all reference symbol numbers applicable to the total quantity requested.
9	FPR	Enter a check mark () or "X" if the requested item is required to replace a failed part (i.e., any defective part which is strongly suspected of having been the primary cause of equipment failure); otherwise, leave blank.
10	APL/AEL/CID	Beginning in the first position of the data block, enter the identification number of the allowance parts list (APL) or allowance equipage list (AEL) for the equipment or component on which maintenance is to be accomplished. If an APL or AEL has not yet been developed, enter the component identification (CID) number, if available. If the APL, AEL, or CID number cannot be determined, leave data block 10 blank; but prepare and attach one copy of the "Identification Data" section of a DD Form 1348-6, and include the notation "See DD 1348-6 attached" in data block 29 (Remarks) of the NAVSUP Form 1250-1.
	Job Control Number	A 13-character number used to identify a maintenance action; it consists of the combined data entries in data blocks 13, 14, and 15.
13	UIC	Enter the ship's unit identification code, prefixed service designator code R, V or N as applicable.
14	WC	Enter the appropriate 4 digit work center code.
15	JSN	If the requested item is required for a maintenance action for which a job control number has been assigned, enter the same job sequence number as that indicated in the related Ship's Maintenance Action Form (OPNAV 4790/2K) when the maintenance action is required to be reported under MDS; otherwise, enter "Z000" in data block 15. If the requested item is non-maintenance related data block 15 must be blank.

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<u>Data Block</u>	<u>Data Block Caption</u>	<u>Explanation</u>
16	EIC	When the requested item is maintenance related, beginning in the first position of the data block, enter the Equipment Identification Code (EIC) which identifies the system, subsystem, and/or equipment in which the requested item is to be used (see EIC Master Index, MSO 4790.E2579). If the EIC contains less than seven significant characters, zero fill the remaining spaces in the data block. For example, an EIC of "P3CT" would be entered as "P3CT0000".
21-23	Stock Number	Enter the national stock number (NSN) and if a special material identification code (SMIC) is assigned to the NSN, enter the SMIC in data block 23. If the item can only be identified by a Navy item control number (NICN), enter the NICN in data blocks 21 and 22. See par. 6234-5 if item is not identified by an NSN or NICN.
24	U/I	Enter the unit of issue (e.g., EA, PR).
25	Quantity	Enter the quantity required. The quantity of each maintenance related item requested for issue will be limited to that actually required to accomplish a specific maintenance action.
29	Remarks	<p>Additional information pertinent to the requested item when required for identification or management purposes.</p> <p>a. DLR. If the requested item is required to replace a DLR that cannot or will not be turned-in because it is missing or destroyed, include the notation "DLR ITEM TO BE REPLACED IS MISSING" or "DLR ITEM TO BE REPLACED IS DESTROYED", as appropriate, and the department head's signature.</p> <p>b. CASREP/Anticipated CASREP/Work Stoppage. . If an NIS/NC item is requested to correct a reported casualty (CASREP) or an anticipated CASREP, or to eliminate or prevent work stoppage of an equipment maintenance action assigned a unique job control number (JCN), enter an appropriate notation to identify the kind of requirement it is (e.g., C4 CASREP, ANTICIPATED C3 CASREP, WORK STOPPAGE, etc.). This notation, when applicable, is necessary for determining certain MILSTRIP data (such as document serial number, project code, and/or RDD entries) when the message requisition or other procurement document is prepared.</p>
30	Approved by	Entered by requester. Signature of the department head or his designated representative when appropriate in accordance with par 6206-4.

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NAVSUP FORM 1250-1 FOR A NONMAINTENANCE RELATED ITEM AFTER ENTRIES OF REQUESTER'S DATA

1. REQ. DATE 6196	2. DEPT NO 0690	3. URGY C	4. RDD	5. LOCATION	6. SIM <input type="checkbox"/>	NON-SIM <input type="checkbox"/>	7. ISSUE DATE	A. REQD QTY	B. REQD NO																																																																																																																																																																																																	
8. NOUN NAME OR REF SYM RIBBON		9. FPR <input type="checkbox"/>	10. APL/AEL/CID			11. INV QTY <input type="checkbox"/>	12. NIS <input type="checkbox"/>	N/C <input type="checkbox"/>	C. OBL AMT																																																																																																																																																																																																	
13. UIC R 52192		14. WC OE01		15. JSN		16. EIC		17. EQUIP COSAL SUPPT'D YES <input type="checkbox"/> NO <input type="checkbox"/>																																																																																																																																																																																																		
18. SC		19. COG	20. MCC	21. ESC		22. NIIN 7510 00 162 5644		23. SMIC	24. U/I EA																																																																																																																																																																																																	
25. QUANTITY 00002		26. UNIT PRICE		27. EXTENDED PRICE		28. FUND																																																																																																																																																																																																				
29. REMARKS									30. APPROVED BY																																																																																																																																																																																																	
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NAVSUP FORM 1250 FOR A MAINTENANCE RELATED ITEM AFTER ENTRIES OF REQUESTER'S DATA

1. REQ. DATE 6196	2. DEPT NO 0691	3. URGY C	4. RDD	5. LOCATION	6. SIM <input type="checkbox"/>	NON-SIM <input type="checkbox"/>	7. ISSUE DATE	A. REQD QTY	B. REQD NO																																																																																																																																																																																																	
8. NOUN NAME OR REF SYM *		9. FPR <input checked="" type="checkbox"/>	10. APL/AEL/CID 57039600			11. INV QTY <input type="checkbox"/>	12. NIS <input type="checkbox"/>	N/C <input type="checkbox"/>	C. OBL AMT																																																																																																																																																																																																	
13. UIC R 52192		14. WC OE01		15. JSN 0326		16. EIC P3CT000		17. EQUIP COSAL SUPPT'D YES <input type="checkbox"/> NO <input type="checkbox"/>																																																																																																																																																																																																		
18. SC		19. COG	20. MCC	21. ESC		22. NIIN 5920 00 296 2440		23. SMIC	24. U/I EA																																																																																																																																																																																																	
25. QUANTITY 00003		26. UNIT PRICE		27. EXTENDED PRICE		28. FUND																																																																																																																																																																																																				
29. REMARKS * 1A2A6A3A4R-3, 1A2A6A4A1A12R-6 1A2A6A4A1A1R-6									30. APPROVED BY																																																																																																																																																																																																	
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73																																																																																																																																		
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2. STOCK RECORDS STOREKEEPER (WHEN REQUESTED ITEM IS STOCKED). After verifying the information entered by the requester, the stock records storekeeper will complete the following data blocks (see sample on following page):

<u>Data Block</u>	<u>Data Block Caption</u>	<u>Explanation</u>
2	Dept. No.	Optional entry. The department number is a four digit serial number which may be used by a ship for internal control of departmental issue requests. If used, it may be entered either by the requesting department or the supply department; if not assigned by the requesting department, enter the next consecutive number from a check off list of serial numbers maintained in the supply office for each department.
5	Location	Enter the stowage location(s) for the requested item.
6	SIM/NON-SIM	Check the "SIM" or "NON-SIM" square, as appropriate.
10	APL/AEL/CID	If data block 10 is blank and a JSN is entered in data block 15, try to determine the applicable APL or AEL number from the equipment data provided by the requester in the "Identification Data" section of the attached copy of a DD Form 1348-6. If the appropriate APL or AEL number cannot be ascertained, enter the APL or AEL number for the next higher assembly if such number can be determined; if not, enter "NOT LISTED" in data block 10, check the "No" square in data block 17, and in data block 29, indicate the action taken to procure the APL or AEL from the cognizant inventory manager. In the "Identification Data" section of the attached DD Form 1348-6, include all additional equipment or item data available. Also annotate the ship's COSAL Index to indicate the unsupported equipment.
17	Equip COSAL Suppt'd	Checked to indicate whether or not the parent equipment is listed in the COSAL or other allowance list when no APL/AEL number is indicated in data block 10, or when the requested item is not carried.
20	MCC	Enter the appropriate material control code if the requested item is a repairable (see par. 8300); otherwise, leave blank.
24	U/I	If the unit of issue indicated by the requester is incorrect, enter the correct unit of issue and, if necessary, adjust the quantity for compatibility with the unit of issue.
25	Quantity	If the unit of issue indicated by the requester was incorrect, enter the adjusted quantity for compatibility with the corrected unit of issue.
29	Remarks	Enter any special management data indicated in the stock record (e.g., DLR ITEM, SHELF LIFE ITEM, HAZARDOUS ITEM). If the requested item is a DLR item, advise the requester that he must turn-in the unserviceable repairable that is being replaced. If the

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Data Block
Block Caption

Explanation

29 (cont)

Requested item is required to replace a DLR that cannot or will not be turned-in because it is missing or destroyed, the notation "DLR ITEM TO BE REPLACED IS MISSING" or "DLR ITEM TO BE REPLACED IS DESTROYED", as appropriate, and the department head's signature must be included.

NAVSUP FORM 1250-1 PRIOR TO ISSUE OF MATERIAL FROM STOCK

1. REQ. DATE 6196		2. DEPT NO 0691		3. URGY C		4. RDD		5. LOCATION D1186		6. SIM NON-SIM <input type="checkbox"/> <input checked="" type="checkbox"/>		7. ISSUE DATE		A. REQD QTY		B. REQD NO																					
8. NOUN NAME OR REF SYM FUSE				9. FPR		10. APL/AEL/CID 57039600				11. INV QTY		12. NIS <input type="checkbox"/> N/C <input type="checkbox"/>		C. OBL AMT		D. POSTED																					
13. UIC R 52192				14. WC OE01		15. JSN 0326		16. EIC P3CT000		17. EQUIP COSAL SUPPT'D E. YES <input type="checkbox"/> NO <input type="checkbox"/>		URG <input type="checkbox"/> MART <input type="checkbox"/>		OPTAR LOG		S/R (ISSUE)																					
18. SC		19. COG		20. MCC		21. ESC		22. NUN		23. SMIC		24. U/I		25. QUANTITY		26. UNIT PRICE		27. EXTENDED PRICE		28. FUND																	
						5920		00 296 2440				EA 00004																									
												PR 00002																									
29. REMARKS														30. APPROVED BY																							
														31. RECEIVED BY																							
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73																																					
DOC IDENT		RTG IDENT		M & S		SVC		UIC		JUL DATE		SERIAL		D E M		S V C		SUPPL ADDRESS		S I G		FUND		DIST		PROJ		PRI		RDD		ADV					
DOCUMENT NUMBER																																					
SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)																		S/N 0108-LF-501-2510																			
NAVSUP FORM 1250-1 (7c) (10/82)																																					

3. STOREROOM STOREKEEPER. Upon issue of stock material, the storeroom storekeeper will complete the following data blocks in the NAVSUP Form 1250-1 (see sample on following page):

Data Block
Block Caption

Explanation

7 Issue Date

Enter the Julian date on which material actually is issued.

11 Inv. Qty

If a NON-SIM is issued, enter the inventory quantity remaining after the issue is made. If the item is stowed in more than one location, inventory only the remaining quantity in the location from which the issue was made, and insure that only that location is indicated in data block 5. If the total quantity requested was not available from one location, enter an asterisk in data blocks 11 and 29; and following the asterisk in data block 29, list the different locations from which the item was issued, and the remaining quantity in each.

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Data Block	Data Block Caption
1	1
2	2
3	3
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7	7
8	8
9	9
10	10
11	11
12	12
13	13
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21	21
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86	86
87	87
88	88
89	89
90	90
91	91
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98	98
99	99
100	100

Explanation

12 NIS/NC

If no quantity of the requested item is in stock, check the NIS square and forward the issue request to the stock records storekeeper for processing in accordance with par. 6211-3, 4, and 5. If a partial quantity is available, do not check the NIS square but line through the quantity requested and enter the quantity actually issued. If the unfilled balance is not required, the demand is considered to be satisfied. If the unfilled balance will continue to be required, prepare a new NAVSUP Form 1250-1 for the quantity still required, duplicating all information from the basic document except the quantity, and (after the yellow copy is given to the requester) forward the new issue request to the stock records storekeeper for processing in accordance with par. 6211-3, 4, and 5.

31 Received by

Obtain the signature and rank or rate of the person receiving the material. When issues (including partial issues) of on hand stock material are made, the yellow copy of the issue request will be returned to the requester, except when a procurement action tickler file is maintained (see par. 6214). Receipted issue documents will be forwarded to the stock records storekeeper at least once each work day for posting to stock records and completion of data entries in accordance with pars. 6209 and 6210 respectively.

NAVSUP FORM 1250-1 AFTER ISSUE FROM STOCK IS COMPLETED[illegible]

6208 ISSUE OF PRE-EXPENDED BIN (PEB) MATERIAL

1. GENERAL. Replenishment of PEB material is the responsibility of the department head controlling the space in which the PEB is located. The Supply Officer will ensure that adequate backup stocks of PEB material are maintained. Replenishment of PEB material will be made by use of a NAVSUP Form 1250-1 prepared in the same manner as other requests for stock material, except as follows:

Data Block	Data Block Caption	Explanation
10	APL/AEL/CID	Enter "NOT APPL" (i.e., not applicable).
15	JSN	Enter "Z000".
16	EIC	Enter "X000000".

8. NOUN NAME OR REF SYM F U S E				9. FPR - <input type="checkbox"/> -		10. APL/AEL/CID N O T A P P L					
JOB CONTROL NUMBER											
13. UIC R 5 2 1 9 2				14. WC O E 0 1		15. JSN Z 0 0 0		16. EIC X 0 0 0 0 0 0			

6209 POSTING ISSUES TO STOCK RECORDS

- GENERAL. Issue transactions will be posted, in ink, to stock records daily. Issues of SIM items will be posted first. Issues will not be pre-posted (i.e., posted prior to issue of material).
- ISSUE DATA. The material issue date (data block 7) and the department number or the work center code if a department number is not assigned (data block 2 or 14) of the issue request will be posted to the "Date & Ser./WCC" column of the stock record; the quantity (data block 25) will be posted to the "Issue" column; and the quantity in the "On hand" column will be reduced to reflect the new stock record balance (see sample on following page).
- NON-SIM INVENTORY VALIDATION. If the item issued is a NON-SIM item, the inventory figure in data block 11 of the NAVSUP Form 1250-1 will be compared with the on hand balance indicated in the stock record after the issue has been posted. If the item was issued from more than one location, the inventory figures in data block 29 (see par. 6207-3) will be compared with the appropriate quantity figures in the "Location" field of the stock record, after such figures have been reduced by the issued quantities. If the quantities differ, the following steps will be taken, as required:
 - Ensure that any quantity which may have been brought forward from a previous stock record is correct, and that subsequent on hand balances were computed correctly;

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- b. Ensure that all applicable receipt and expenditure documents have been posted to the current stock record;
- c. Validate the inventory quantity, preferably by having a person other than the issuing storekeeper recount the material;
- d. Update the stock record in accordance with the following to reflect the actual quantity on hand:

(1) Inventory Gain. If the validated inventory figure is greater than the verified stock record balance (after the issue is posted), the difference will be posted as a receipt in the stock record. A separate NAVSUP Form 1250-1 is not required as a posting document.

(2) **Inventory Loss.** If the validated inventory figure is less than the verified stock record balance (after the issue is posted), a separate NAVSUP Form 1250-1 will be prepared to reduce the on hand balance in the stock record and to report the loss as material consumption under SEAS. The document prepared will contain the notation "LOSS BY INVENTORY", or "LOSS BY INVENTORY (UFI)" if applicable signature of the Supply Officer in data block 30.

ISSUE POSTED TO STOCK RECORD

1. REQ. DATE 6196			2. DEPT NO 0691			3. URGY C			4. RDD			5. LOCATION D1186			6. SIM <input type="checkbox"/>			7. NON-SIM <input checked="" type="checkbox"/>			8. ISSUE DATE 6196			9. A. REQN QTY			10. B. REQN NO																																																														
11. NOUN NAME OR REF SYM FUSE										12. FPR <input type="checkbox"/>			13. APL/AEL/CID 57039600						14. INV QTY 0			15. NIS <input checked="" type="checkbox"/>			16. N/C <input type="checkbox"/>			17. C. OBL AMT			18. D. POSTED																																																										
19. JOB CONTROL NUMBER R 52192										20. WC OE01			21. JSN 0326			22. EIC P3CT000						23. YES <input type="checkbox"/>			24. NO <input type="checkbox"/>			25. URG <input type="checkbox"/>			26. MART <input type="checkbox"/>			27. OPTAR LOG			28. S/R (ISSUE)																																																				
29. SC			30. COG			31. MCC			32. FSC			33. STOCK NUMBER 5920 00 296 2440			34. NIIN			35. SMIC			36. U/I EA			37. QUANTITY 00002			38. UNIT PRICE			39. EXTENDED PRICE			40. FUND																																																								
41. REMARKS																				42. APPROVED BY B. E. Swift. ET2										43. RECEIVED BY																																																											
44. 1			45. 2			46. 3			47. 4			48. 5			49. 6			50. 7			51. 8			52. 9			53. 10			54. 11			55. 12			56. 13			57. 14			58. 15			59. 16			60. 17			61. 18			62. 19			63. 20			64. 21			65. 22			66. 23			67. 24			68. 25			69. 26			70. 27			71. 28			72. 29			73. 30		
74. DOC IDENT			75. RTG IDENT			76. M			77. S/N			78. QTY			79. SVC			80. UIC			81. JUL DATE			82. SERIAL			83. D E M			84. S V C			85. SUPPL ADDRESS			86. S I G			87. FUND			88. DIST			89. PROJ			90. PRI			91. RDD			92. ADV			93. 94			95. 96			97. 98			99. 99			100. 100																				
101. DOCUMENT NUMBER																				102. SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)																				103. NAVSUP FORM 129-1 (7c) (10/82)																				104. S/N 0108-LF-501-2510																													

1H	5920-00-296-2440										FUSE										EA	7.90	57039600										D1186														
COG	M/C	NATIONAL STOCK NO.										SMIC	DESCRIPTION										U/I	UNIT PRICE	APL/AEL NO.										LOCATION										HL	LL	SL
U	C	R52192										4	1	R	4/96																																
REQUISITIONS OUTSTANDING										A/L QTY	AT	E/R/C	BEG. MO. DEM.										DOBF	DFBF	URG	MRT	EOI	CI	MEC	HIC	SCC	SLC	PEB	DEM. PD	DEM. QTY												
JUL DATE		SERIAL NO.		QUANTITY		DATE & SER/WCC		RECEIPTS		ISSUES		ON HAND		DATE & SER/WCC		RECEIPTS		ISSUES		ON HAND																											
6109		3774		1		18 APR 96						3																																			
						6196-0691				2		1																																			

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4. REVIEW OF STOCK ASSETS. After an issue or an inventory loss is posted to the NAVSUP Form 1114, a comparison of the on hand and/or on order quantity with the allowance quantity will be made in accordance with par. 6228 to determine whether or not replenishment is required. If replenishment is required, the quantity to be requisitioned will be entered in data block A of the issue document; and after other required entries are made or verified in accordance with par. 6231, the hardback copy (and original, if the issue document is a NAVSUP Form 1250-1) will be placed in the procurement action file (see par. 6004 concerning possible Type Commander procurement restrictions when operating funds are inadequate).

NAVSUP FORM 1250-1 AFTER POSTING TO STOCK RECORD

1. REQ. DATE 6196	2. DEPT NO 0691	3. URGY C	4. RDD	5. LOCATION D1186	6. SIM <input type="checkbox"/>	NON-SIM <input checked="" type="checkbox"/>	7. ISSUE DATE 6196	A. REQD QTY	B. REQD NO																																																																									
8. NOUN NAME OR REF SYM FUSE		9. FPR	10. APL/AEL/CID 57039600			11. INV QTY 0	12. NIS <input type="checkbox"/>	N/C <input type="checkbox"/>	C. OBL AMT																																																																									
13. UIC R 52192		14. WC OE01	15. JSN 0326	16. EIC P3CT000		17. EQUIP COSAL SUPPT'D YES <input type="checkbox"/> NO <input type="checkbox"/>		E. URG <input type="checkbox"/>	MART <input type="checkbox"/>																																																																									
18. SC A		19. COG 9N	20. MCG 5920	21. ESC 00	22. STOCK NUMBER 296 2440		23. SMIC EA	24. U/I 000002	25. QUANTITY																																																																									
26. UNIT PRICE 70		27. EXTENDED PRICE 1 40		28. FUND NR																																																																														
29. REMARKS								30. APPROVED BY B. E. Swift. ET2																																																																										
31. RECEIVED BY																																																																																		
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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73										
<table border="1"> <tr> <td>DOC IDENT</td><td>RTG IDENT</td><td>M & S</td><td>SVC</td><td>UIC</td><td>JUL DATE</td><td>SERIAL</td><td>D E M</td><td>S V C</td><td>SUPPL ADDRESS</td><td>S I G</td><td>FUND</td><td>DIST</td><td>PROJ</td><td>PRI</td><td>RDD</td><td>ADV</td> </tr> </table>										DOC IDENT	RTG IDENT	M & S	SVC	UIC	JUL DATE	SERIAL	D E M	S V C	SUPPL ADDRESS	S I G	FUND	DIST	PROJ	PRI	RDD	ADV																																																								
DOC IDENT	RTG IDENT	M & S	SVC	UIC	JUL DATE	SERIAL	D E M	S V C	SUPPL ADDRESS	S I G	FUND	DIST	PROJ	PRI	RDD	ADV																																																																		

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7c) (10/82)

S/N 0108-LF-501-2510

6210 COMPLETION OF NAVSUP FORM 1250-1 FOR ISSUES AND INVENTORY LOSSES OF STOCK MATERIAL

1. COMPLETION OF DATA ENTRIES. After posting an issue or inventory loss to the stock record, the stock records storekeeper will complete the data entries in the NAVSUP Form 1250-1 as follows (see sample above):

Data Block	Data Block Caption	Explanation
18	SC	Supply source code (alpha) to indicate the basis or means of material availability at the time an item is requested; or the maintenance source code (numeric) to indicate the source from which a non issued maintenance item was obtained (see Glossary).
19	Cog	Cognizance symbol applicable to NSN or NICN in data blocks 21 and 22 (entry not required for non-NSN/NICN items in end use ships).

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<u>Data Block</u>	<u>Data Block Caption</u>	<u>Explanation</u>
26	Unit Price	Unit price of material issued.
27	Extended Price	Extended price of material issued (unit price times quantity).
28	Fund	A two character fund code used to cite appropriate accounting data (see Appendix 30).
D	Posted S/R (Issue)	Checked to indicate that the issued quantity has been posted in the "Issues" column of the stock record.

2. DISTRIBUTION. After an issue or an inventory loss has been posted to the stock record, and data entries have been completed, the NAVSUP Form 1250-1 will be distributed in accordance with par. 6214.

6211 PREPARATION OF NAVSUP FORM 1250-1 FOR NOT IN STOCK OR NOT CARRIED (NIS/NC) MATERIAL

1. NOT IN STOCK (NIS) MATERIAL

a. Partial Quantity NIS. When the total quantity of a requested item is not available and a partial quantity is issued, the storeroom storekeeper will line through the quantity requested in the NAVSUP Form 1250-1 and enter the quantity actually issued. The remaining data entries in the issue request then will be completed in the same manner as that for a routine issue from stock (see pars. 6207-3 and 6210). If the unfilled balance of the requested quantity will continue to be required, the storeroom storekeeper will prepare a new NAVSUP Form 1250-1 for the deficient quantity, duplicating all information from the basic document except the quantity. The yellow copy of the new document will be detached and given to the requester. The remaining data entries in the new document then will be completed by the stock records storekeeper in accordance with par 6211-3.

b. Total Quantity NIS. If a requested item is NIS (i.e., not on hand in any quantity), and no acceptable substitute is available, and if the quantity requested will continue to be required, the stock record storekeeper will verify the requesters data (see par. 6207-1), and then will complete the remaining data entries in accordance with par 6211-3.

c. Material Required For Immediate Use. If the requested quantity of an item is partially or completely NIS and the unfilled quantity is required for immediate use, and if there is no stock replenishment requisition outstanding, separate requisitions of different priorities normally will have to be submitted (i.e., one for the immediate requirement and one for routine stock replenishment). In such case, the NAVSUP Form 1250-1 for the NIS item will be used for immediate preparation of a requisition for the DTO material; and another NAVSUP Form 1250-1 will be prepared in accordance with par. 6231 for initiating the routine stock replenishment requisition. Each requisition, when prepared, will be posted to the stock record.

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2. NOT CARRIED (NC) MATERIAL (INCLUDING SIM DTO). If a requested item is not carried (i.e., not stocked), and no acceptable substitute is available, and if the requested item will continue to be required, the stock records storekeeper will verify the requesters data (see par. 6207-1), and then will complete the remaining data entries in accordance with par 6211-3. The COSAL, FEDLOG, or other pertinent publications listed in par. 6041 will be used to determine or verify data entries in a NAVSUP Form 1250-1 for NC material.

NAVSUP FORM 1250 FOR NIS ITEM, AFTER MANAGEMENT DATA ENTRIES

1. REQ. DATE 6196		2. DEPT NO 0691		3. URGY B		4. RDD 6206		5. LOCATION D1186		6. SIM NON-SIM <input type="checkbox"/> <input checked="" type="checkbox"/>		7. ISSUE DATE		A. REQN QTY		B. REQN NO																	
8. NOUN NAME OR REF SYM FUSE				9. FPR <input type="checkbox"/>		10. APL/AEL/CID 57039600				11. INV QTY 0		12. NIS N/C <input checked="" type="checkbox"/> <input type="checkbox"/>		C. OBL AMT		D. POSTED																	
13. UIC R 52192				14. WC OE01		15. JSN 0326		16. EIC P3CT000		17. EQUIP COSAL SUPPT'D E. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		URG <input type="checkbox"/> MART <input type="checkbox"/>		OPTAR LOG		S/R (ISSUE)																	
18. SC D		19. COG 9N		20. MCC 5920		21. ESC 00		22. NUN 296 2440		23. SMIC EA		24. U/I 00001		25. QUANTITY		26. UNIT PRICE																	
														27. EXTENDED PRICE 70		28. FUND NR																	
29. REMARKS												30. APPROVED BY B. C. Sloan																					
												31. RECEIVED BY																					
<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div> <div>SN</div> <div>U/I</div> <div>QTY</div> </div> </div>												<div> <div>30</div> <div>31</div> <div>32</div> <div>33</div> <div>34</div> <div>35</div> <div>36</div> <div>37</div> <div>38</div> <div>39</div> <div>40</div> <div>41</div> <div>42</div> <div>43</div> <div>44</div> <div>45</div> <div>46</div> <div>47</div> <div>48</div> <div>49</div> <div>50</div> <div>51</div> <div>52</div> <div>53</div> <div>54</div> <div>55</div> <div>56</div> <div>57</div> <div>58</div> <div>59</div> <div>60</div> <div>61</div> <div>62</div> <div>63</div> <div>64</div> <div>65</div> <div>66</div> <div>67</div> <div>68</div> <div>69</div> <div>70</div> <div>71</div> <div>72</div> <div>73</div> </div>																					
DOC IDENT		RTG IDENT		M & S		SVC		UIC		JUL DATE		SERIAL		D E M		S V C		SUPPL ADDRESS		S I G		FUND		DIST		PROJ		PRI		RDD		ADV	
SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)																																	
NAVSUP FORM 1250-1 (7c) (10/82)																																	
S/N 0108-LF-501-2510																																	

3. MANAGEMENT DATA ENTRIES. Upon verification of the data required of the requester in accordance with par. 6207-1, and prior to initiating a requisition for NIS/NC material (including SIM DTO items), the stock records storekeeper will complete the following data blocks of the NAVSUP Form 1250-1 (see sample above):

Data Block	Data Block Caption	Explanation
2	Dept. No.	Optional entry. The department number is a four digit serial number which may be used by a ship for internal control of departmental issue requests. If used, it may be entered either by the requesting department or the supply department; if not assigned by the requesting department, enter the next consecutive number from a check off list of serial numbers maintained in the supply office for each department.

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<u>Data Block</u>	<u>Data Block Caption</u>	<u>Explanation</u>
4	RDD	Ensure entry of the Julian date by which material is required, if it is prior to the standard delivery date established for the priority designator authorized by the UND in data block 3 and the ships assigned F/AD (see pars. 3046-3047).
5	Location	Enter the storeroom location of the requested item, if stocked.
6	SIM/Non-SIM	For stocked material, check the "SIM" or "Non-SIM" square consistent with the designation of the file in which the applicable stock record is maintained (i.e., SIM file or Non-SIM file). Check the "SIM" square for SIM DTO items, and the "Non-SIM" square for all other NC items.
11	Inv Qty	Enter the inventory balance of stocked non-SIM items only (normally entered by the storeroom storekeeper; and the entry normally is 0.
12	NIS/NC	Check the "NIS" square for not in stock material. Check the "NC" square for not carried material (excluding SIM DTO items). Leave blank for SIM DTO items. This data entry may already have been made by the stock records storekeeper and storeroom storekeeper incident to prospective issue of the material.
17	Equip COSAL Supt'd	Check the "Yes" or "No" square, as appropriate, to indicate whether or not the parent equipment is listed in the COSAL or other allowance list when a requested repair part (or equipment related consumable) is not carried. Check the "No" square when the APL or AEL number is not indicated in data block 10 and cannot be determined (see par. 6207-2).
18	SC	Enter the appropriate supply source codes (see glossary).
19	Cognizance Symbol	Enter the cog symbol indicated in FEDLOG for the NSN in data blocks 21 and 22. If no NSN is entered in data blocks 21 and 22, leave data block 19 blank. Verification of the cog symbol, with FEDLOG is not required for stocked SIM items since the data is verified/updated upon receipt of each new FEDLOG (see par. 6232).
21-23	Stock Number	Verify the NSN with FEDLOG, and add the SMIC, if applicable. This data entry may already have been made by the stock records/ storeroom storekeeper incident to prospective issue of the material.
26	Unit Price	Enter the unit price indicated in FEDLOG for the NSN in data blocks 21 and 22. If no NSN is indicated in data blocks 21 and 22, enter an estimated unit price. Verification of the unit price with FEDLOG is not required for stocked SIM items inasmuch as the data is verified or updated upon each receipt of each new FEDLOG (see par. 6232).
27	Extended Price	Enter the extended price (unit price times quantity).

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<u>Data Block</u>	<u>Data Block Caption</u>	<u>Explanation</u>
28	Fund Code	Enter the applicable fund code from Appendix 30.
29	Remarks	<p>Enter any special management information applicable to the requested item, when indicated in FEDLOG or other sources (e.g., DLR ITEM, SHELF-LIFE ITEM, HAZARDOUS ITEM).</p> <p>a. Item Not Supported by COSAL. When the requested item is required for an equipment that is not supported by the COSAL, indicate the action taken to procure an applicable APL or AEL from the ICP. When the requested item is not listed in the APL, indicate the date of submission of the FCFBR.</p> <p>b. DLR. When the requested item is a depot level repairable (DLR) item, ensure that the entries prescribed in par. 8310 are included prior to requisitioning.</p> <p>c. CASREP/Anticipated CASREP/Work Stoppage. . If an NIS/NC item is requested to correct a reported casualty (CASREP) or an anticipated CASREP, or to eliminate or prevent work stoppage of an equipment maintenance action assigned a unique job control number (JCN), enter an appropriate notation to identify the kind of requirement it is (e.g., C4 CASREP, ANTICIPATED C3 CASREP, WORK STOPPAGE, etc.). This notation, when applicable, is necessary for determining certain MILSTRIP data (such as document serial number, project code, and/or RDD entries) when the message requisition or other procurement document is prepared.</p>
30	Approved by	An approval signature is required as follows:
	<u>Approval Signature</u>	<u>Requirement</u>
	Commanding Officer	For all CASREP/ANORS/NMCS/PMCS requirements; when urgency of need designator A is assigned in data block 3 (may be delegated to the Supply Officer)
	Department head or his designated representative, as set forth in par. 6206-4	For controlled equipage and services. For NC repair parts, NC consumables, stock material or when urgency of need designator B is assigned in data block 3.

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NAVSUP FORM 1250-1 FOR AN NIS ITEM, AFTER ENTRIES OF REQUISITION DATA

1. REQ. DATE 6196	2. DEPT NO 0691	3. URGY B	4. RDD 6206	5. LOCATION D1186	6. SIM <input type="checkbox"/>	NON-SIM <input checked="" type="checkbox"/>	7. ISSUE DATE	A. REQN QTY 00001	B. REQN NO 6196-3365
8. NOUN NAME OR REF SYM FUSE		9. FPR <input type="checkbox"/>	10. APL/AEL/CID 57039600		11. INV QTY 0	12. NIS <input checked="" type="checkbox"/>	N/C <input type="checkbox"/>	C. OBL AMT .70	D. POSTED <input type="checkbox"/>
13. UIC R 52192			14. WC OE01		15. JSN 0326		16. EIC P3CT000		17. EQUIP COSAL SUPPT'D YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
18. SC D			19. COG 9N		20. MCC 5920		21. ESC 00		22. NUN 296 2440
23. SMIC EA			24. U/I 00001		25. QUANTITY 00001		26. UNIT PRICE 70		27. EXTENDED PRICE 70
28. FUND NR			29. REMARKS		30. APPROVED BY B. C. Sloan		31. RECEIVED BY		
1	2	3	4	5	6	7	8	9	10
A	O	A	N	O	Z	T	S	N	U
R	5	2	1	9	2	6	1	9	6
3	3	6	5	0	0	0	0	0	0
R	Y	S	O	E	0	1	A	N	R
9	N	E	K	5	0	6	2	0	6
SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)									
NAVSUP FORM 1250-1 (7c) (10/82)									
S/N 0108-LF-501-2510									

4. REQUISITION DATA ENTRIES. After the data prescribed in par 6211-3 has been entered, and prior to preparation of a requisition (or other procurement document) for DTO material, the following data blocks of the NAVSUP Form 1250-1 will be completed as indicated (see sample above):

Data Block	Data Block Caption	Explanation
A	Reqn Qty	Enter the quantity that is to be requisitioned, (i.e., the quantity indicated in data block 25). However, if that quantity appears to be excessive, determine whether or not the entire quantity is required for immediate use; if the entire quantity is not required, reduce the figure in data blocks A and 25 to the quantity that is confirmed by the requester as an immediate requirement.
B	Reqn No.	Enter the Julian date and serial number that will be included in the procurement document number (see par. 3023).
C	Obl Amt	Enter the total cost of chargeable material to be procured (quantity in data block A times unit price in data block 26). For nonchargeable material, enter N/C.
D	Posted OPTAR Log	Check () or initial the "OPTAR LOG" square to indicate that appropriate requisition data and the obligation amount have been recorded in the Requisition/OPTAR Log.

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<u>Block</u>	<u>Caption</u>	<u>Explanation</u>
E	URG/Mart	Check the "URG" square if material is to be obtained from an underway replenishment group ship, or the "Mart" square if it is to be obtained from a Servmart; otherwise, leave both squares blank
	MILSTRIP Data	Enter MILSTRIP data in the bottom section, cc 1-73, as described in par. 3023.

5. ACTION SUBSEQUENT TO REQUISITIONING

a. Total Quantity NIS. If a requested item is NIS (i.e., not on hand in any quantity), the following actions are required after a requisition for DTO material has been prepared:

(1) Enter the requisition number and quantity (data blocks B and A of the related NAVSUP Form 1250-1), as well as the notation "(NIS)", in the "Requisitions outstanding" column of the stock record.

(2) Check the "S/R Reqn O/S" square in data block D of the NAVSUP Form 1250-1.

(3) If an updated NSN, unit price, or unit of issue is indicated in the NAVSUP Form 1250-1 (incident to verification with FEDLOG), correct the stock record in accordance with par. 6250.

(4) Distribute the NAVSUP Form 1250-1 as illustrated in par. 6214, Chart 5 (if material is to be procured from a Servmart, see par. 3392-2).

(5) Upon receipt and DTO of material, post the receipt and issue to the stock record in the normal manner, and complete distribution of the NAVSUP Form 1250-1 as illustrated in par. 6214, Chart 5 (if material was procured from a Servmart, see par. 3394-2b). When requisitioned stock replenishment material is received prior to that ordered for DTO, an issue will be made immediately to satisfy the DTO requirement. The issue then will be recorded in the stock record and the notation "(NIS" for the DTO quantity in the "Requisitions outstanding" column will be lined through); however, the related quantity entry will not be lined through until the material originally ordered for DTO is received and stored, and the receipt document is posted to the stock record.

b. Partial Quantity NIS. Partial issues of stocked material, if not specifically identified as partial issues, could cause a non-SIM item to be designated as a SIM item when the balance of the originally requested quantity is received and issued (i.e., if the second partial issue is counted as a separate demand). Therefore, to prevent partial issues of a single requirement from being counted as separate demands, the notation "Partial" will be entered above the issue quantity posted in the stock record. Subsequent issues to fill the original demand will be recorded in the same manner, using the same document identification as that used to post the first partial issue. Thus, all partial issues of a single requirement can be related and identified as a single demand in determining frequency of demand. When determining the frequency of demand, the date of the initial issue will be used, regardless of the number of issues subsequently made under the same document identification.

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POSTING PARTIAL ISSUES TO STOCK RECORD

1. REQ. DATE 6196		2. DEPT NO 0691		3. URGY C		4. RDD		5. LOCATION D1136		6. SIM <input type="checkbox"/>		7. ISSUE DATE 6196		A. REQ. QTY		B. REQ. NO																					
8. NOUN NAME OR REF SYM FUSE				9. FPR		10. APL/AEL/CID 57039600				11. INV QTY 0		12. NIS <input type="checkbox"/>		13. N/C <input type="checkbox"/>		C. OBL AMT		D. POSTED																			
13. UIC R 52192				14. WC OE01		15. JSN 0326		16. EIC P3CT000		17. EQUIP COSAL SUPPT'D YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		18. URG <input type="checkbox"/>		19. MART <input type="checkbox"/>		E. OPTAR LOG		S/R (ISSUE) <input checked="" type="checkbox"/>																			
18. SC A		19. COG 9N		20. MCC 5920		21. ESC 00		22. STOCK NUMBER 296 2440		23. SMIC EA		24. U/I 000003		25. QUANTITY 2		26. UNIT PRICE 70		27. EXTENDED PRICE 1 40		28. FUND NR																	
29. REMARKS																30. APPROVED BY B. E. Swift ET2																					
31. RECEIVED BY																																					
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73																																					
DOC RTG M S SVC UIC JUL DATE SERIAL D S SUPPL S FUND DIST PROJ PRI RDD ADV																																					
9N		5920-00-296-2440		FUSE		EA		70		57039600		D1136																									
COG M/C		NATIONAL STOCK NO.		SMIC		DESCRIPTION		U/I		UNIT PRICE		APL/AEL NO.		LOCATION		HL		SL																			
U C		R52192		4		1		R		4/96																											
REQUISITIONS OUTSTANDING				A/L QTY		AT		E/R/C		BEG. MO. DEM.		DGBF		DFBF		URC		MRT		EOI		CI		MEC		HIC		SCC		SLC		PEB		DEM. PD		DEM. QTY	
JUL DATE		SERIAL NO.		QUANTITY		DATE & SER/WCC		RECEIPTS		ISSUES		ON HAND		DATE & SER/WCC		RECEIPTS		ISSUES		ON HAND																	
6109		3775		1		18 APR 96						3																									
6196		3365		1 (NIS)		6196-0691				PARTIAL		2																									
6196		3566		3		6196-0715		LBI		1		0																									
						6200-3775		1				1																									
						6200-0691				PARTIAL		1																									

1. REQ. DATE 6196		2. DEPT NO 0691		3. URGY B		4. RDD 6206		5. LOCATION D1136		6. SIM <input type="checkbox"/>		7. ISSUE DATE		A. REQ. QTY 000001		B. REQ. NO 6196-3365					
8. NOUN NAME OR REF SYM FUSE				9. FPR		10. APL/AEL/CID 57039600				11. INV QTY 0		12. NIS <input checked="" type="checkbox"/>		13. N/C <input type="checkbox"/>		C. OBL AMT 70		D. POSTED			
13. UIC R 52192				14. WC OE01		15. JSN 0326		16. EIC P3CT000		17. EQUIP COSAL SUPPT'D YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		18. URG <input type="checkbox"/>		19. MART <input type="checkbox"/>		E. OPTAR LOG		S/R (ISSUE) <input checked="" type="checkbox"/>			
18. SC D		19. COG 9N		20. MCC 5920		21. ESC 00		22. STOCK NUMBER 296 2440		23. SMIC EA		24. U/I 000001		25. QUANTITY 1		26. UNIT PRICE 70		27. EXTENDED PRICE 70		28. FUND NR	
29. REMARKS																30. APPROVED BY B. C. Sloan					
31. RECEIVED BY																					
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73																					
DOC IDENT RTG IDENT M & S SVC UIC JUL DATE SERIAL D E M S V C SUPPL ADDRESS S I G FUND DIST PROJ PRI RDD ADV																					
A0A NOZ T R 52192 6196 3365 R Y SOE01 A NR 9N EK5 06206																					

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)
NAVSUP FORM 1250-1 (7c) (10/82)

S/N 0108-LF-501-2510

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Inventory Management

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c. NC Material - SIM DTO. If the item is managed as SIM DTO material, the following actions are required:

(1) Ensure that data block 12 of the NAVSUP Form 1250-1 is blank, and that the "SIM" square in data block 6 is checked.

(2) Record the Julian date and serial number of the requisition, and the requisitioned quantity, in the "Requisitions outstanding" column of the stock record.

(3) Distribute the NAVSUP Form 1250-1 as illustrated in par. 6214, Chart 5 (if material is to be procured from a Servmart, see par. 3392-2).

(4) Upon receipt and DTO of material, post the receipt and issue to the record simultaneously, and complete distribution of the NAVSUP Form 1250-1 as illustrated in par. 6214, Chart 5 (if material was procured from a Servmart, see par. 3394-2b).

d. NC Material - Other than SIM DTO. If the item is not carried, the following actions are required:

(1) Ensure that the "N/C" square in data block 12 and the "non SIM" square in data block 6 of the NAVSUP Form 1250-1 are checked.

(2) Ensure that the requisition date, serial number, and quantity are recorded in the historical demand file document, if applicable (see par. 6188-11).

(3) Distribute the NAVSUP Form 1250-1 as illustrated in par. 6214, Chart 5, (if material is to be procured from a Servmart, see par. 3392-2).

(4) Upon receipt and DTO of material, complete distribution of the NAVSUP Form 1250-1 as illustrated in par. 6214, Chart 5 (if material was procured from a Servmart, see par. 3394-2b).

6212 PREPARATION OF NAVSUP FORM 1250-1 FOR USAGE REPORTING

1. WORK CENTER REPRESENTATIVE. When material used for a maintenance action or other purpose was obtained from other than normal supply sources (e.g., salvage, cannibalization, local manufacture), a NAVSUP Form 1250-1, prepared by the responsible work center representative to document and report the usage, will be submitted to the supply office for input to SEAS and (if applicable to a maintenance action) to the maintenance data system (MDS) of the 3M program. Usage only items, if requisitioned through the normal supply sources as chargeable, will be reported as chargeable. The NAVSUP Form 1250-1 will be prepared to include data entries normally required of maintenance personnel in issue requests (see par. 6207-1), except as follows (see sample on following page):

a. Data block 1 (Req. Date). Leave blank.

b. Data block 7 (Issue Date). Enter the date on which the form is prepared.

c. Data block 18 (SC). Enter the appropriate maintenance source code (see Glossary).

NAVSUP P-485 Volume I - Afloat Supply

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Inventory Management

2. **STOCK RECORDS STOREKEEPER.** If the item is identified by a NSN and an applicable stock record exists, the Julian date, department number (or work center code), and quantity indicated in the NAVSUP Form 1250-1 will be posted to the stock record to record the demand. However, since the item was not issued from supply department stock, the existing stock record balance will not be reduced. When required data entries have been completed, the document will be distributed in accordance with par. 6214, Chart 2. Prior to distribution of the NAVSUP Form 1250-1, the stock records storekeeper will complete the following data blocks:

- a. Data block 17 (Equip COSAL Suppt'd). Check "Yes" or "No" square (see par. 6207-1).
- b. Data block 19 (Cog). Enter the cognizance symbol indicated in FEDLOG for the NSN in data blocks 21 and 22 (if the item is not identified by an NSN, leave data block 19 blank).
- c. Data block 26 (Unit Price). Enter the unit price indicated in FEDLOG for the NSN in data blocks 21 and 22 (if the item is not identified by an NSN, enter a unit price estimated by the work center representative).
- d. Data block 27 (Extended Price). Enter the extended price (unit price times quantity).

NAVSUP FORM 1250-1 FOR USAGE REPORTING

[illegible]

Inventory Management

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6213 MATERIAL TRANSFER

1. GENERAL. Instructions relative to the documentation and handling of material transferred from one ship to another ship (intership transfer), or from a ship to an ashore activity, are contained in pars. 5020-5037 and 5066-5080 respectively. When stock material is transferred, the transfer document will be posted to the applicable stock record of the transferring ship, as follows:

- Enter the Julian date and serial number of the expenditure invoice number, the quantity transferred, and the reduced on hand balance in appropriate columns of the stock record.
- Circle the quantity posted to insure that the expenditure will be excluded from total demand quantity and frequency of demand computations in future stock record reviews. A consumption document will not be prepared by the transferring ship.

POSTING A TRANSFER OF STOCK MATERIAL

DOC. IDENT.		ROUT. IDENT.		M & S		FSC		NIIN		ADD		UNIT OF ISSUE		QUANTITY		REQUISITIONER		DATE		SERIAL		D		SUPPLEMENTARY ADDRESS		S		FUND		DISTRIBUTION		PROJECT		PRIORITY		REQ. DEL. DATE		ADV. STAT.	
SEND TO:										REQUISITION IS FROM:																													
R52192 USS JOHN PAUL JONES (DDG-32)										R04462 USS EDSON (DD-946)																													
A		B		C		D		E		F		G		H		I		J		K		L		M		N		O		P		Q		R		S		T	
DOC. IDENT.		ROUT. IDENT.		M & S		FSC		NIIN		ADD		UNIT OF ISSUE		QUANTITY		DOC. IDENT.		ROUT. IDENT.		M & S		FSC		NIIN		ADD		UNIT OF ISSUE		QUANTITY		DOC. IDENT.		ROUT. IDENT.		M & S			
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20	
A		Ø		A		Ø		5		3		3		Ø		Ø		Ø		Ø		1		Ø		4		9		6		Ø		X		3			
E		A		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø			
R		Ø		4		4		6		2		6		1		9		6		1		6		6		6		R		Y		N		W		E			
Ø		1		A		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø		Ø			
FUND		DISTRIBUTION		PROJECT		PRIORITY		REQ. DEL. DATE		STATUS DATA		DOC. IDENT.		ROUT. IDENT.		M & S		FSC		NIIN		ADD		UNIT OF ISSUE		QUANTITY		DOC. IDENT.		ROUT. IDENT.		M & S		FSC		NIIN			
52		53		54		55		56		57		58		59		60		61		62		63		64		65		66		67		68		69		70			
N		R		1		H		E		K		5		Ø		6		1		2		3		4		5		6		7		8		9		10			
ADVICE		RI - TO		67		68		69		70		71		72		73		74		75		76		77		78		79		80		81		82		83			
65		66		67		68		69		70		71		72		73		74		75		76		77		78		79		80		81		82		83			
DOC. IDENT.		ROUT. IDENT.		M & S		FSC		NIIN		ADD		UNIT OF ISSUE		QUANTITY		REQUISITIONER		DATE		SERIAL		D		SUPPLEMENTARY ADDRESS		S		FUND		DISTRIBUTION		PROJECT		PRIORITY		REQ. DEL. DATE		ADV. STAT.	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20	

1H		5330-00-010-4960		X3		WASHER		EA		4.90		882094535		A1234																							
COG		M/C		NATIONAL STOCK NO.		SMIC		DESCRIPTION		UNIT		UNIT PRICE		APL/AEL NO.		LOCATION		HL		LL		SL															
U		C		R52192		2		1		R		4/96		12		8																					
REQUISITIONS OUTSTANDING		A/L QTY		AT		E/R/C		BEG. MO. DEM.		DOBF		DFBF		URG		MRT		EOI		CI		MEC		HIC		SCC		SLC		PEB		DEM. PD		DEM. QTY			
JUL DATE		SERIAL NO.		QUANTITY		DATE & SER/WCC		RECEIPTS		ISSUES		ON HAND		DATE & SER/WCC		RECEIPTS		ISSUES		ON HAND																	
						18 APR 96						3																									
						6196-0031				(1)		2																									

6214 DOCUMENT FLOW CHARTS

1. GENERAL. The following charts, which illustrate the distribution of issue requests (and related procurement/receipt documents, when applicable), are provided for reference and training purposes.

CHART 1

DISTRIBUTION OF NAVSUP FORM 1250-1

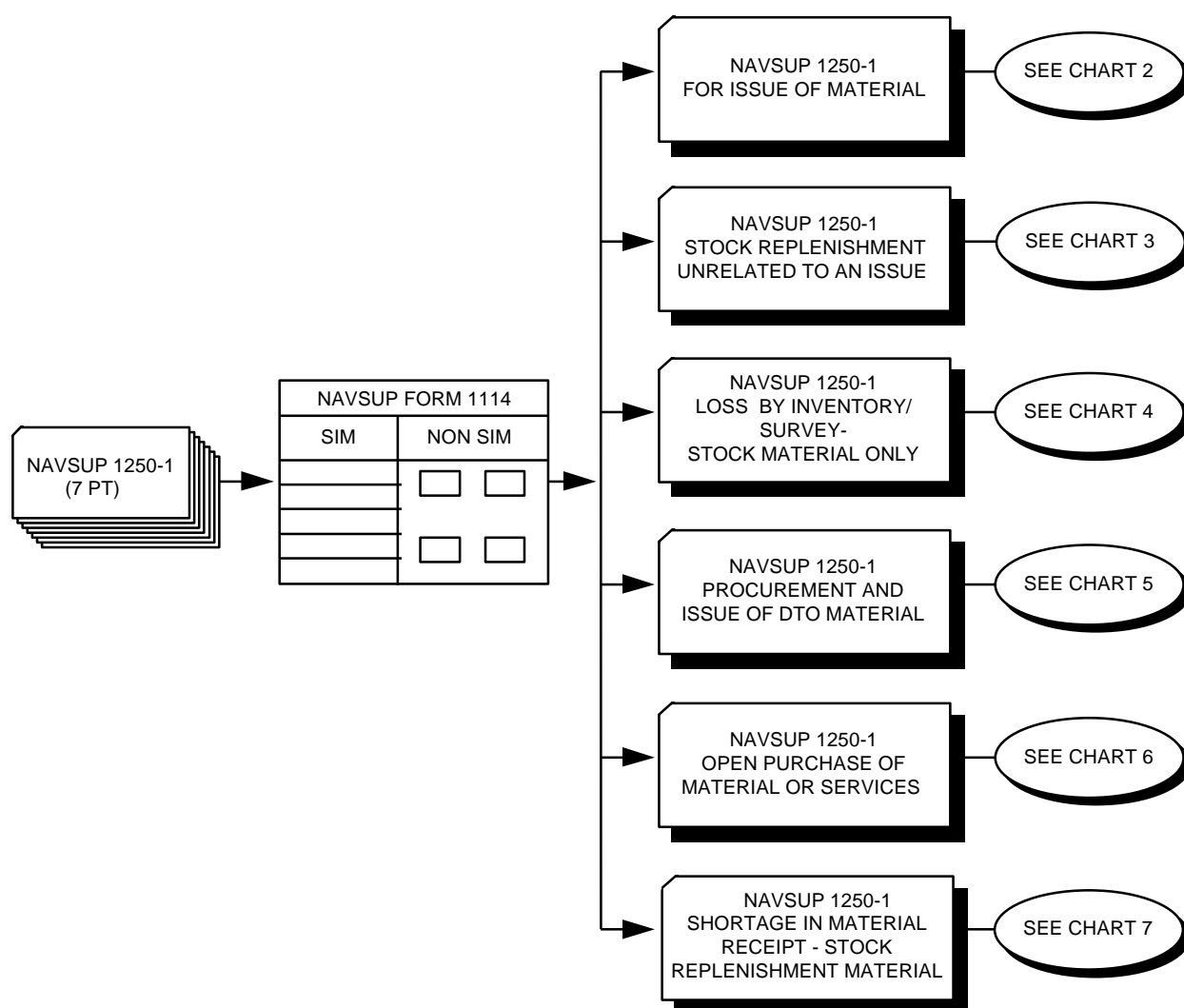


CHART 2
ISSUE OF MATERIAL

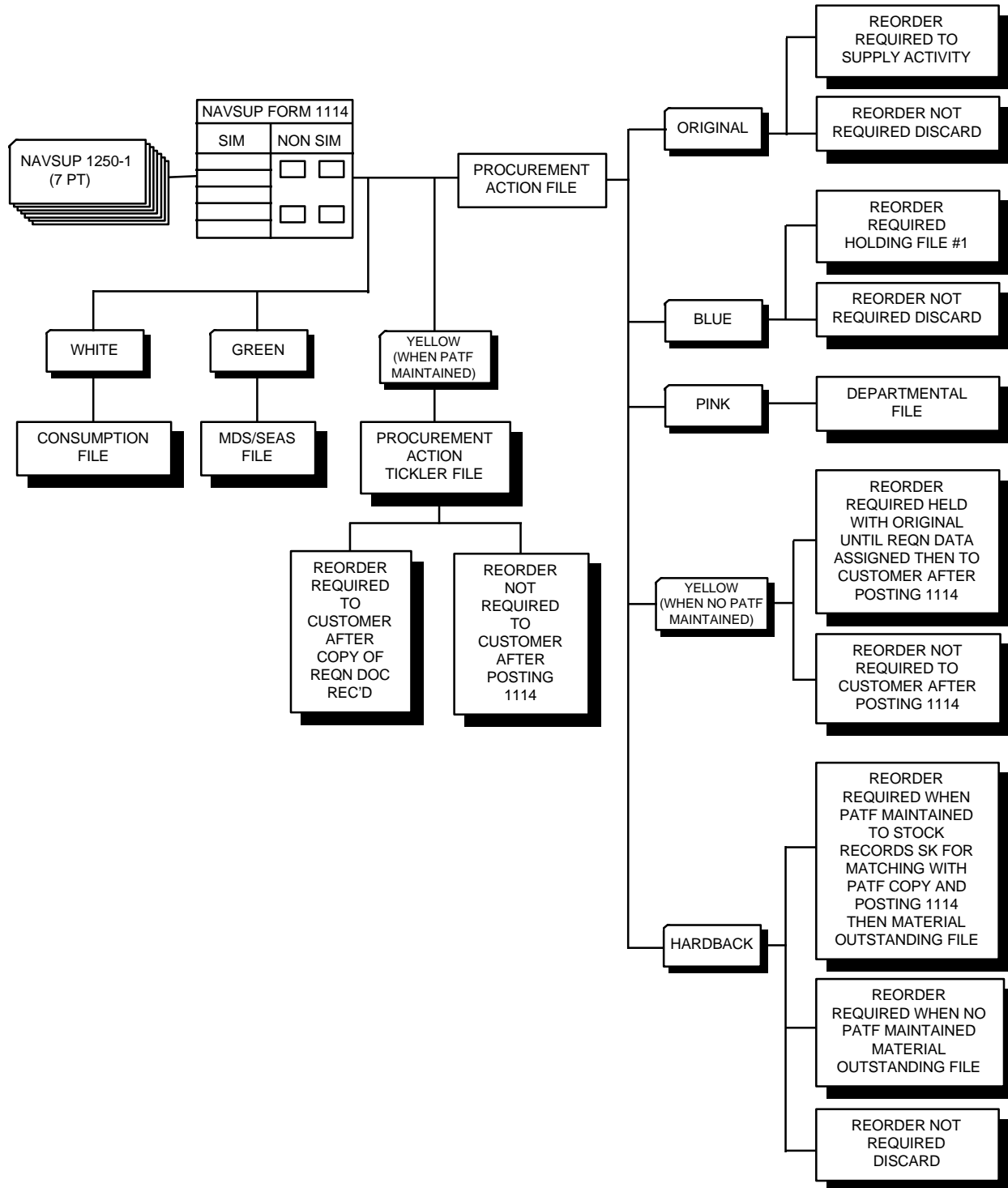


CHART 3

STOCK REPLENISHMENT UNRELATED TO AN ISSUE

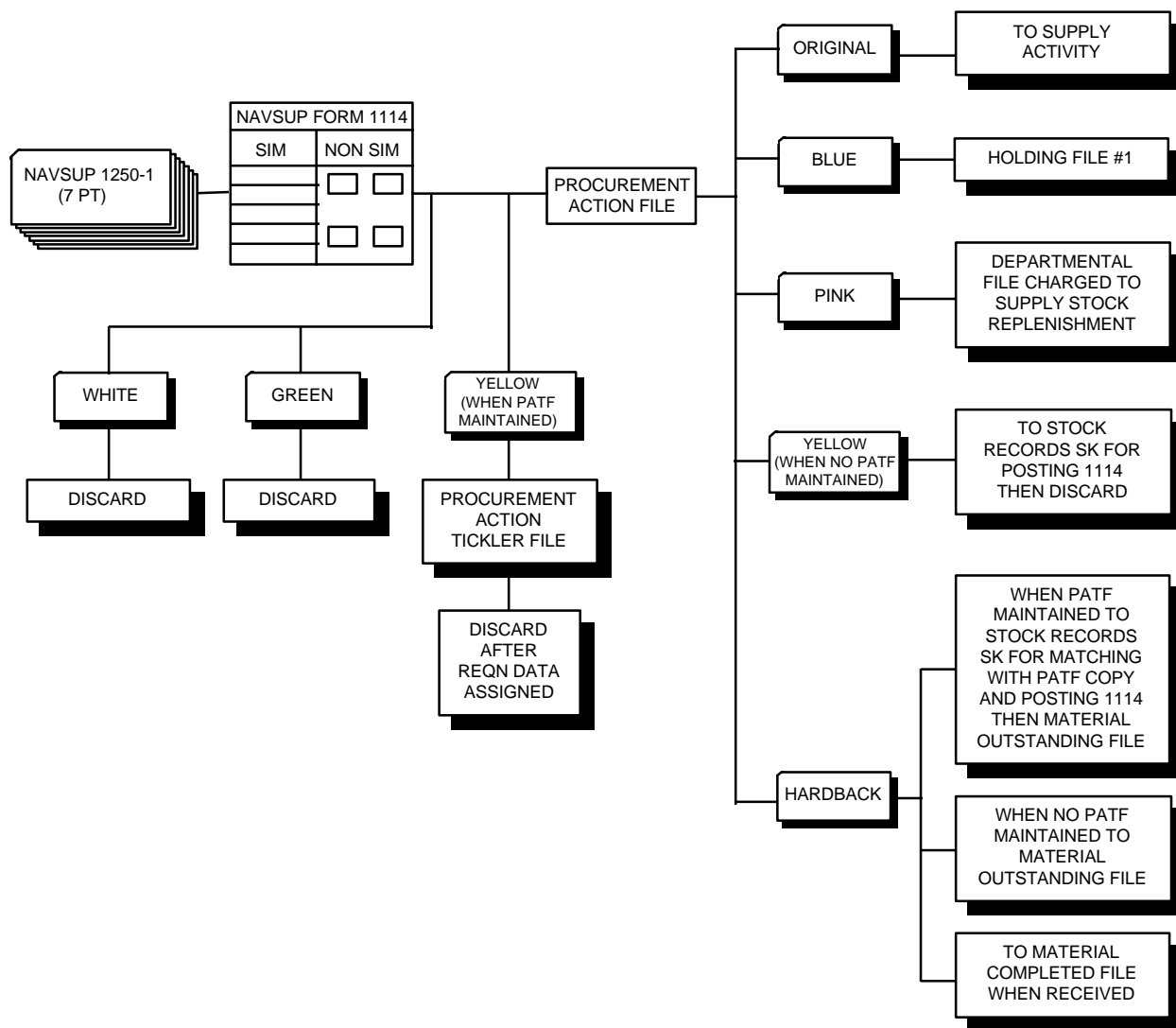


CHART 4

LOSS BY INVENTORY/SURVEY (STOCK MATERIAL ONLY)

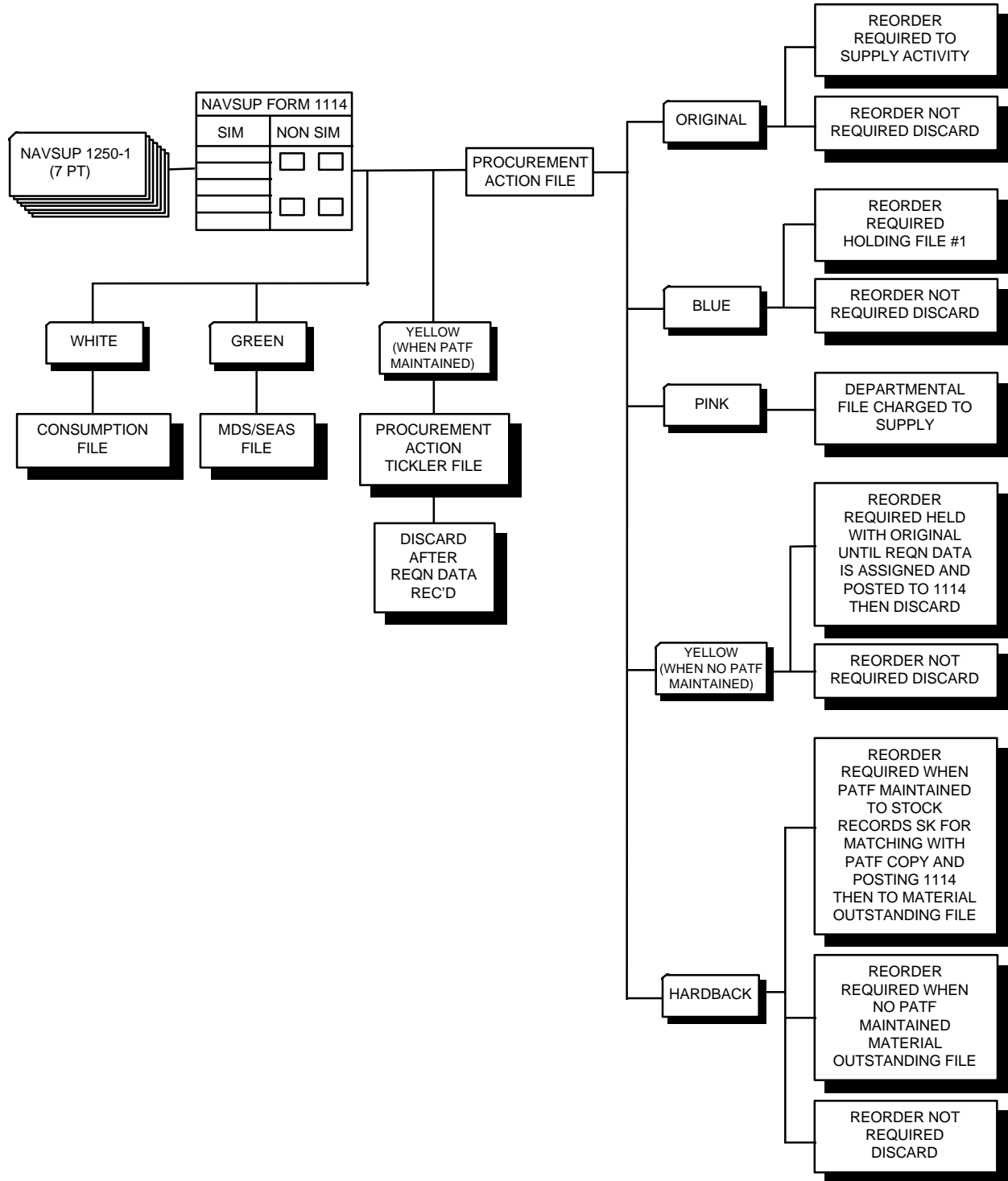


CHART 5

PROCUREMENT & ISSUE OF DTO MATERIAL

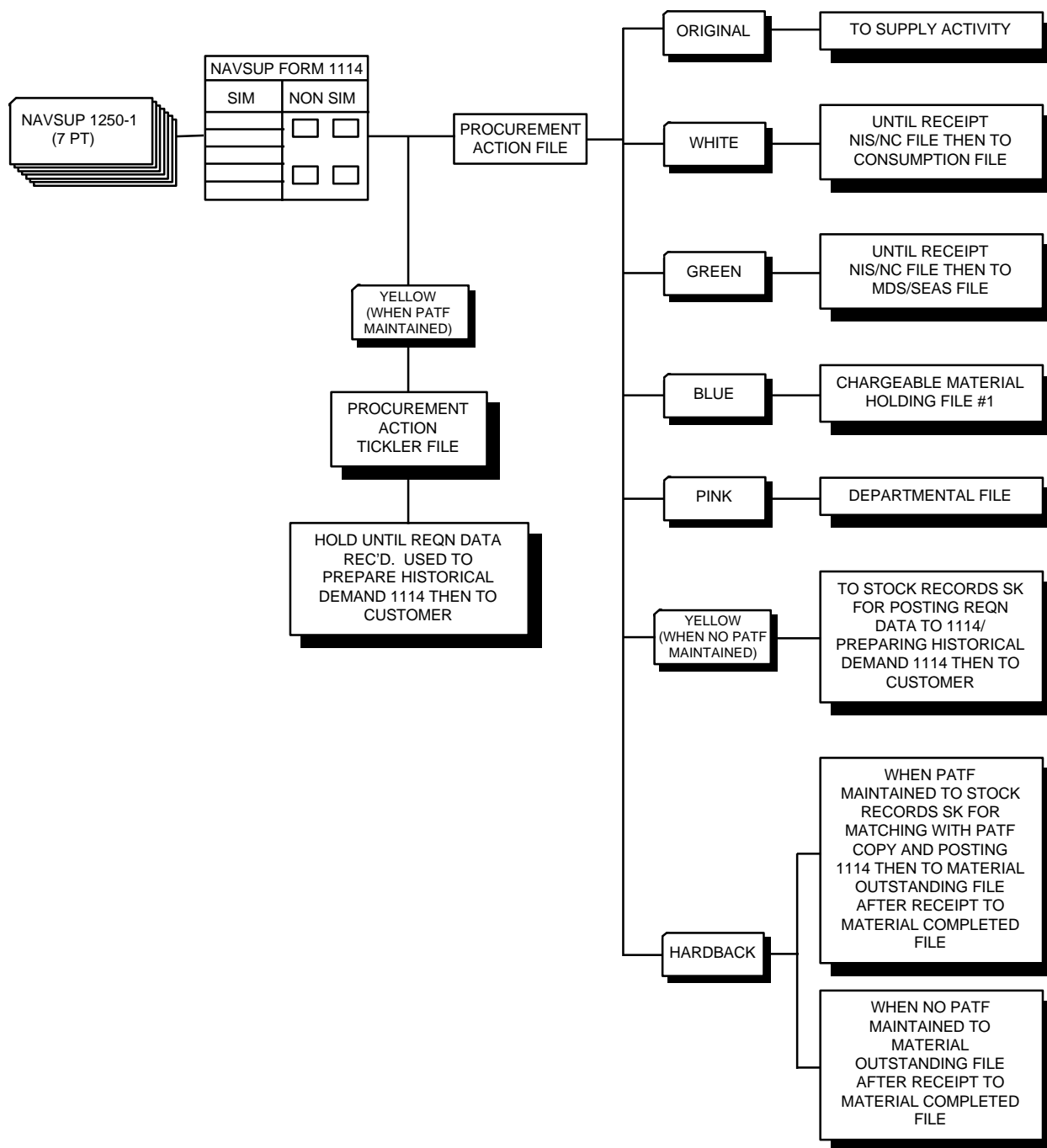


CHART 6

OPEN PURCHASE OF MATERIAL/SERVICES

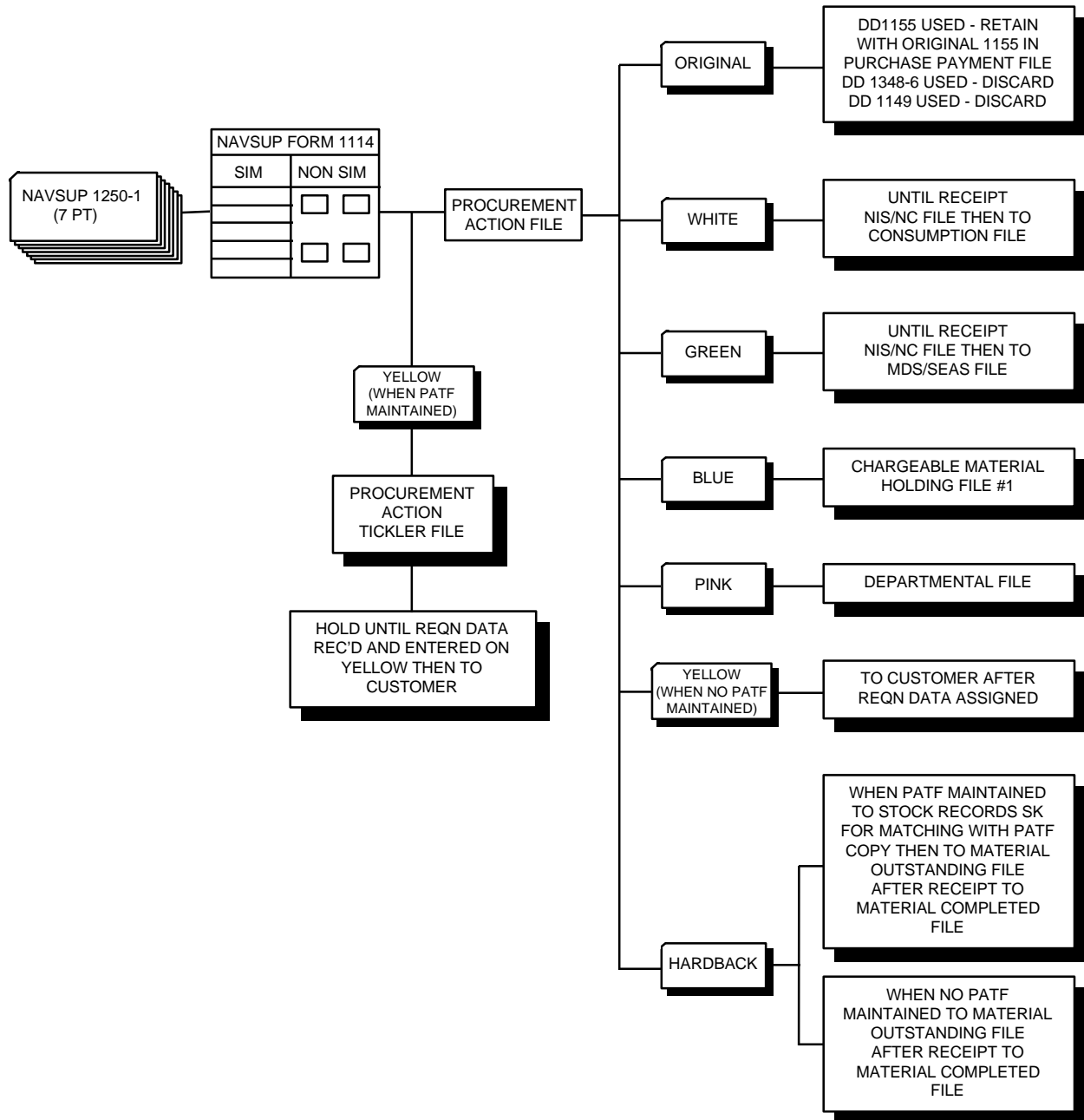
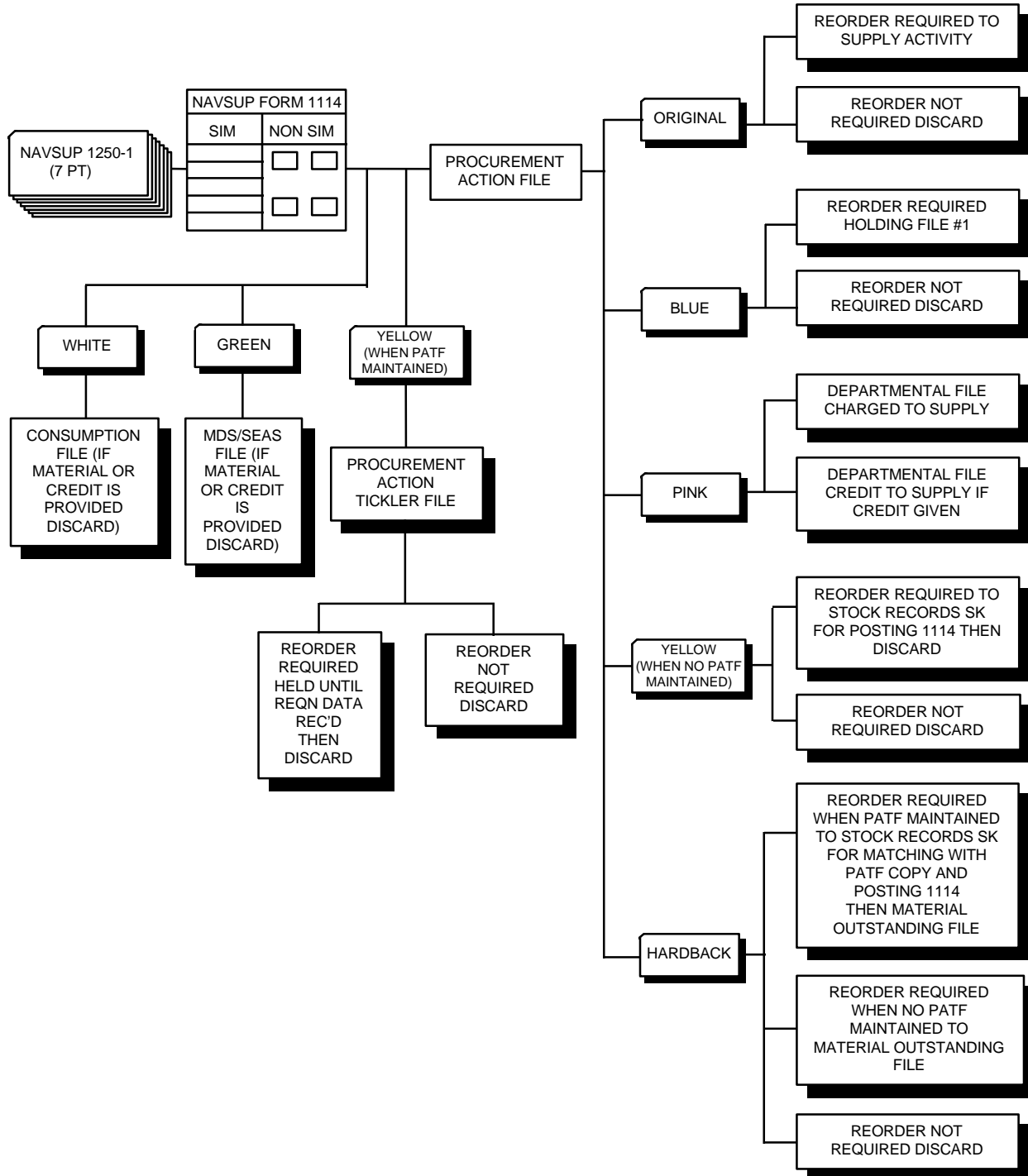


CHART 7

SHORTAGES IN MATERIAL RECEIPTS (STOCK REPLENISHMENT MATERIAL)



Section IV: STOCK CONTROL

6226 SIM STOCK REPLENISHMENT POLICY

1. GENERAL. Quarterly, the demand quantities entered in the "Issues" column of each SIM stock record during the past 6 month, 9 month, or 12 month period will be totaled. Based upon the total quantity determined for the demand period, the high limit, low limit, and safety level (HL/LL/SL) quantities in each SIM stock record will be adjusted, as necessary, to reflect the quantities authorized in the appropriate average endurance table in par 6227. Computation of the total demand quantity will be made more frequently, if necessary, to reduce the possibility of stock shortages or excesses. The following applies to the computation of demand:

- Quantities issued during an unusual demand period will be excluded from the demand period and from the computation of the total demand quantity.
- Inventory and survey losses of missing material and of on hand material unfit for issue will be excluded from the computation of the total demand quantity.
- Transfers will be excluded from the computation of the total demand quantity.
- When computing the total demand quantity in stock records which reflect a unit of issue change such as PR to EA or EA to DZ, any issued quantities posted prior to the change must be converted (in the count, not in the stock record) to quantities which correspond with the current unit of issue (see par. 6250-3d).

NAVSUP FORM 1114M AFTER COMPUTATION OF DEMAND

NECC/HP-21163 STOCK RECORD CARD, AFLOAT - NAVSUP FORM 1114m	9N	5960-00-193-5135	TUBE	EA	1.47	06302342	D1118	HL	LL	SL										
	COG	M/C	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HL	LL	SL								
			R52192	6	1	R	4/96				6	20	14							
	REQUISITIONS OUTSTANDING			A/L QTY	AT	E/R/C	BEG. MO. DEM.	DOBF	DFBF	URG	MRT	EOI	CI	MEC	HIC	SCC	SLC	PEB	DEM. PD	DEM. QTY
	JUL DATE	SERIAL NO.	QUANTITY	DATE & SER/WCC			RECEIPTS	ISSUES	ON HAND	DATE & SER/WCC			RECEIPTS	ISSUES	ON HAND					
	6173	3321	7	18 APR 96					10	6270 - 0656				3	7					
	6216	3350	5	6135 - 0665				2	8	6270 - 0712			LBI/UFI	2	5					
	6240	3379	4	6178 - 0620				5	3	6293 - 0667				1	4					
	6270	3390	5	6191 - 0685				1	2	6295 - 3390			5		9					
	6300	3395	5	6203 - 3321			7		9											
			6216 - 0620				4	5												
			6236 - 3350			5		10												
			6240 - 0645				4	6												
			6266 - 3379			4		10												
9N	5960-00-193-5135	TUBE	EA	1.47	06302342	D1118	HL	LL	SL											

REPLENISHMENT QUANTITY
REQUIRED FOR REVISED
HIGH LIMIT

INVENTORY LOSSES OF ON HAND
ITEMS UNFIT FOR ISSUE (UFI)
EXCLUDED FROM TOTAL DEMAND
QUANTITY

2. COMPUTATION OF DEMAND. The previous page shows a sample NAVSUP Form 1114m after computation of demand. Assuming a prescribed average endurance level of 75 days and an order and shipping time (O&ST) of 30 days, the revised data entries were determined as follows:

a. Total quantity issued from 18 April to 20 October 1996 (6 months) = 20

b. Based on the total demand quantity of 20, the 75 day average endurance table for a six month demand period (see par. 6227) indicates 14 as the high limit, 10 as the low limit, and 7 as the safety level.

When the quarterly computation of demand results in a total demand quantity which is not listed in the average endurance tables in par. 6227, the appropriate HL/LL/SL quantities can be determined by: selecting two (or three, if necessary) of the listed demand quantities which, when combined, equal the total demand quantity determined from the stock record; and then adding the high limit, low limit, and safety level quantities for each demand quantity selected. For example, assuming a prescribed average endurance of 75 days, an authorized O&ST of 30 days, and a 6 month demand period, the HL/LL/SL quantities authorized for a total demand quantity of 35 can be determined from the table in par. 6227 as follows:

		<u>HL</u>	<u>LL</u>	<u>SL</u>
Listed demand quantity of	30	20	15	10
Listed demand quantity of	5	4	3	2
Demand quantity of	35	24	18	12

When the average endurance tables for 9 month and 12 month demand periods are used for determining the HL/LL/SL quantities authorized for an unlisted demand quantity ending in "1" (e.g., 21), a quantity of "1" must be added to each of the totals derived by the method described in this subparagraph.

NOTE: In accordance with OPNAVINST 4441.12 the range and depth of allowance material may be changed at the shipboard level in accordance with stockage criteria prescribed by approved shipboard procedures and as authorized by Fleet CINCs for utilization of variable operating and safety levels (VOSLs), and for intensive inventory management of special items (e.g., Selected Item Management (SIM)).

3. ORDER AND SHIPPING TIME (O&ST). Order and shipping time was used as a factor in determining the high limit and low limit quantities listed for each demand quantity in the average endurance tables in par. 6227. Therefore, the proper O&ST must be determined prior to selecting and entering applicable high limit and low limit quantities in SIM stock records. The authorized O&STs are prescribed as follows (modification may be authorized by the cognizant Fleet Commander-in-Chief when considered necessary to maintain prescribed average endurance levels):

a. 0 days, for deployed and non deployed ships when items can be readily obtained from a Servmart or a tending ship throughout the ensuing quarter;

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b. 30 days, for non deployed ships in the United States excluding Alaska and Hawaii; and for deployed ships when items can be obtained from stock points in Alaska, Hawaii, and outside the United States or from Combat Logistics force (CLF) ships throughout the ensuing quarter (see exceptions in item a);

c. 75 days, for deployed ships in areas other than Western Pacific when items can be obtained only from the United States excluding Alaska and Hawaii;

d. 90 days, for deployed ships in Western Pacific when items can be obtained only from the United States excluding Alaska and Hawaii;

4. REPLENISHMENT QUANTITY. When an issue (or other expenditure) of a SIM item has been posted to the stock record, a determination will be made as to whether or not replenishment is required. If the on hand balance plus the on order quantity is greater than the low limit, no replenishment is required. If the on hand balance plus the on order quantity is equal to or less than the low limit, replenishment is required, and the quantity to be requisitioned will be determined in accordance with the following formula:

Requisition quantity = (high limit - on hand + on order).

5. ECONOMIC ORDER QUANTITY. Unless otherwise directed by the Type Commander, the replenishment quantity of low cost, small cube SIM items (e.g., pencils, paper clips, certain capacitors, resistors, etc.) may be increased by an additional 90 days of supply if the total money value of the additional quantity will not exceed \$40 per line item. In the stock records for such items, a check mark () or an "X" will be entered in the "EQI" data block. Economic orders benefit the ship inasmuch as less frequent requisitioning, less material handling, and fewer stock record entries are required.

6. POPULATION RELATED CONSUMABLES. If a ship's normal on board personnel count is increased incident to a prospective deployment, the stock levels of SIM consumables with usage directly related to the number of personnel on board (e.g., toilet paper, napkins, paper towels, and mess gear) will be adjusted upward to reflect anticipated usage during the deployment. For example, if the normal on board personnel count in port is 200, but the ship expects to have 240 personnel on board while deployed, the existing high limits, low limits, and safety levels of population related consumables will be increased by 20%.

6227 HIGH LIMITS, LOW LIMITS, AND SAFETY LEVELS (HL/LL/SL)

1. GENERAL. The following tables give the required HL, LL, and SL based on the number of days average endurance (see par. 6003), the demand period, the demand quantity and the order and shipping time (O&ST).

30 DAYS AVERAGE ENDURANCE**6 MONTH DEMAND PERIOD**

6 month demand quantity ¹	O&ST - 0 DAYS		O&ST - 30 DAYS		O&ST - 75 DAYS		O&ST - 90 DAYS		Safety level
	High limit	Low limit	High limit	Low limit	High limit	Low limit	High limit	Low limit	
1	1	0	1	0	1	0	1	0	0
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	2	1	3	2	0
4	1	0	2	1	3	2	3	2	0
5	2	1	3	2	4	3	4	3	1
6	2	1	3	2	4	3	5	4	1
7	2	1	3	2	5	4	6	5	1
8	2	1	4	2	6	4	6	5	1
9	3	1	4	3	6	5	7	6	1
10	3	1	5	3	7	5	8	6	1
11	3	1	5	3	8	6	9	7	1
12	3	1	5	3	8	6	9	7	1
13	4	2	6	4	9	7	10	8	2
14	4	2	6	4	10	7	11	9	2
15	4	2	7	4	10	8	12	9	2
16	4	2	7	4	11	8	12	10	2
17	5	2	8	5	12	9	13	10	2
18	5	2	8	5	12	9	14	11	2
19	5	2	8	5	13	10	15	12	2
20	5	2	9	5	14	10	15	12	2
30	8	3	13	8	20	15	23	18	3
40	10	4	17	10	27	20	30	24	4
50	13	5	21	13	34	25	38	30	5
60	15	5	25	15	40	30	45	35	5
70	18	6	30	18	47	35	53	41	6
80	20	7	34	20	54	40	60	47	7
90	23	8	38	23	60	45	68	53	8
100	25	9	42	25	67	50	75	59	9

¹ If demand quantity is not listed, see par. 6226-2.

30 DAYS AVERAGE ENDURANCE

9 MONTH DEMAND PERIOD

9 month demand quantity ¹	O&ST - 0 DAYS		O&ST - 30 DAYS		O&ST - 75 DAYS		O&ST - 90 DAYS		Safety level
	High limit	Low limit	High limit	Low limit	High limit	Low limit	High limit	Low limit	
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	2	1	0
5	1	0	2	1	3	2	3	2	0
6	1	0	2	1	3	2	3	2	0
7	2	1	2	1	4	3	4	3	1
8	2	1	3	2	4	3	4	3	1
9	2	1	3	2	4	3	5	4	1
10	2	1	3	2	5	4	5	4	1
11	2	1	4	2	5	4	6	5	1
12	2	1	4	2	6	4	6	5	1
13	3	1	4	3	6	5	7	6	1
14	3	1	4	3	7	5	7	6	1
15	3	1	5	3	7	5	8	6	1
16	3	1	5	3	8	6	8	7	1
17	3	1	5	3	8	6	9	7	1
18	3	1	5	3	8	6	9	7	1
19	4	2	6	4	9	7	10	8	2
20	4	2	6	4	9	7	10	8	2
30	5	2	9	5	14	10	15	12	2
40	7	3	12	7	18	14	20	16	3
50	9	3	14	9	23	17	25	20	3
60	10	4	17	10	27	20	30	24	4
70	12	4	20	12	32	24	35	28	4
80	14	5	23	14	36	27	40	32	5
90	15	5	25	15	40	30	45	35	5
100	17	6	28	17	45	34	50	39	6

¹ If demand quantity is not listed, see par. 6226-2.

30 DAYS AVERAGE ENDURANCE

12 MONTH DEMAND PERIOD

12 month demand quantity ¹	O&ST - 0 DAYS		O&ST - 30 DAYS		O&ST - 75 DAYS		O&ST - 90 DAYS		Safety level
	High limit	Low limit	High limit	Low limit	High limit	Low limit	High limit	Low limit	
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	1	0	2	1	0
4	1	0	1	0	2	1	2	1	0
5	1	0	1	0	2	1	2	1	0
6	1	0	1	0	2	1	3	2	0
7	1	0	2	1	3	2	3	2	0
8	1	0	2	1	3	2	3	2	0
9	2	1	2	1	3	2	4	3	1
10	2	1	2	1	4	3	4	3	1
11	2	1	3	2	4	3	5	4	1
12	2	1	3	2	4	3	5	4	1
13	2	1	3	2	5	4	5	4	1
14	2	1	3	2	5	4	6	5	1
15	2	1	4	2	5	4	6	5	1
16	2	1	4	2	6	4	6	5	1
17	3	1	4	3	6	5	7	5	1
18	3	1	4	3	6	5	7	6	1
19	3	1	4	3	7	5	8	6	1
20	3	1	5	3	7	5	8	6	1
30	4	2	7	4	10	8	12	9	2
40	5	2	9	5	14	10	15	12	2
50	7	3	11	7	17	13	19	15	3
60	8	3	13	8	20	15	23	18	3
70	9	3	15	9	24	18	27	21	3
80	10	4	17	10	27	20	30	24	4
90	12	4	19	12	30	23	34	27	4
100	13	5	21	13	34	25	38	30	5

¹ If demand quantity is not listed, see par. 6226-2.

45 DAYS AVERAGE ENDURANCE

6 MONTH DEMAND PERIOD

6 month demand quantity ¹	O&ST - 0 DAYS		O&ST - 30 DAYS		O&ST - 75 DAYS		O&ST - 90 DAYS		Safety level
	High limit	Low limit	High limit	Low limit	High limit	Low limit	High limit	Low limit	
1	1	0	1	0	1	0	1	0	0
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	3	2	3	2	0
4	2	1	2	1	3	2	4	3	1
5	2	1	3	2	4	3	5	4	1
6	2	1	3	2	5	4	5	4	1
7	3	2	4	3	6	5	6	5	2
8	3	2	4	3	6	5	7	6	2
9	3	2	5	3	7	6	8	6	2
10	4	2	5	4	8	6	9	7	2
11	4	2	6	4	9	7	10	8	2
12	4	2	6	4	9	7	10	8	2
13	5	3	7	5	10	8	11	9	3
14	5	3	7	5	11	9	12	10	3
15	5	3	8	5	12	9	13	10	3
16	6	3	8	6	12	10	14	11	3
17	6	3	9	6	13	10	15	12	3
18	6	3	9	6	14	11	15	12	3
19	7	4	10	7	15	12	16	13	4
20	7	4	10	7	15	12	17	14	4
30	10	5	15	10	23	18	25	20	5
40	14	7	20	14	30	24	34	27	7
50	17	9	25	17	38	30	42	34	9
60	20	10	30	20	45	35	50	40	10
70	24	12	35	24	53	41	59	47	12
80	27	14	40	27	60	47	67	54	14
90	30	15	45	30	68	53	75	60	15
100	34	17	50	34	75	59	84	67	17

¹ If demand quantity is not listed, see par. 6226-2.

45 DAYS AVERAGE ENDURANCE

9 MONTH DEMAND PERIOD

9 month demand quantity ¹	O&ST - 0 DAYS		O&ST - 30 DAYS		O&ST - 75 DAYS		O&ST - 90 DAYS		Safety level
	High limit	Low limit	High limit	Low limit	High limit	Low limit	High limit	Low limit	
2	1	0	1	0	1	0	2	1	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	3	2	0
5	2	1	2	1	3	2	3	2	1
6	2	1	2	1	3	2	4	3	1
7	2	1	3	2	4	3	4	3	1
8	2	1	3	2	4	3	5	4	1
9	2	1	3	2	5	4	5	4	1
10	3	2	4	3	5	4	6	5	2
11	3	2	4	3	6	5	7	5	2
12	3	2	4	3	6	5	7	6	2
13	3	2	5	3	7	6	8	6	2
14	4	2	5	4	7	6	8	7	2
15	4	2	5	4	8	6	9	7	2
16	4	2	6	4	8	7	9	8	2
17	4	2	6	4	9	7	10	8	2
18	4	2	6	4	9	7	10	8	2
19	5	3	7	5	10	8	11	9	3
20	5	3	7	5	10	8	12	9	3
30	7	4	10	7	15	12	17	14	4
40	9	5	14	9	20	16	23	18	5
50	12	6	17	12	25	20	28	23	6
60	14	7	20	14	30	24	34	27	7
70	16	8	24	16	35	28	39	32	8
80	18	9	27	18	40	32	45	36	9
90	20	10	30	20	45	35	50	40	10
100	23	12	34	23	50	39	56	45	12

¹ If demand quantity is not listed, see par. 6226-2.

45 DAYS AVERAGE ENDURANCE

12 MONTH DEMAND PERIOD

12 month demand quantity ¹	O&ST - 0 DAYS		O&ST - 30 DAYS		O&ST - 75 DAYS		O&ST - 90 DAYS		Safety level
	High limit	Low limit	High limit	Low limit	High limit	Low limit	High limit	Low limit	
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	1	0	2	1	2	1	0
5	1	0	2	1	2	1	3	2	0
6	1	0	2	1	3	2	3	2	0
7	2	1	2	1	3	2	3	2	1
8	2	1	2	1	3	2	4	3	1
9	2	1	3	2	4	3	4	3	1
10	2	1	3	2	4	3	5	4	1
11	2	1	3	2	5	4	5	4	1
12	2	1	3	2	5	4	5	4	1
13	3	2	4	3	5	4	6	5	2
14	3	2	4	3	6	5	6	5	2
15	3	2	4	3	6	5	7	5	2
16	3	2	4	3	6	5	7	6	2
17	3	2	5	3	7	5	8	6	2
18	3	2	5	3	7	6	8	6	2
19	4	2	5	4	8	6	8	7	2
20	4	2	5	4	8	6	9	7	2
30	5	3	8	5	12	9	13	10	3
40	7	4	10	7	15	12	17	14	4
50	9	5	13	9	19	15	21	17	5
60	10	5	15	10	23	18	25	20	5
70	12	6	18	12	27	21	30	24	6
80	14	7	20	14	30	24	34	27	7
90	15	8	23	15	34	27	38	30	8
100	17	9	25	17	38	30	42	34	9

¹ If demand quantity is not listed, see par. 6226-2.

60 DAYS AVERAGE ENDURANCE

6 MONTH DEMAND PERIOD

6 month demand quantity ¹	O&ST - 0 DAYS		O&ST - 30 DAYS		O&ST - 75 DAYS		O&ST - 90 DAYS		Safety level
	High limit	Low limit	High limit	Low limit	High limit	Low limit	High limit	Low limit	
1	1	0	1	0	1	0	1	0	0
2	1	0	2	1	2	1	2	1	0
3	2	1	2	1	3	2	3	2	1
4	2	1	3	2	4	3	4	3	1
5	3	2	3	2	5	4	5	4	2
6	3	2	4	3	5	4	6	5	2
7	3	2	5	3	6	5	7	6	2
8	4	2	5	4	7	6	8	6	2
9	4	3	6	4	8	6	9	7	3
10	5	3	6	5	9	7	10	8	3
11	5	3	7	5	10	8	11	9	3
12	5	3	7	5	10	8	11	9	3
13	6	4	8	6	11	9	12	10	4
14	6	4	9	6	12	10	13	11	4
15	7	4	9	7	13	10	14	12	4
16	7	4	10	7	14	11	15	12	4
17	8	5	10	8	15	12	16	13	5
18	8	5	11	8	15	12	17	14	5
19	8	5	11	8	16	13	18	15	5
20	9	5	12	9	17	14	19	15	5
30	13	8	18	13	25	20	28	23	8
40	17	10	24	17	34	27	37	30	10
50	21	13	30	21	42	34	46	38	13
60	25	15	35	25	50	40	55	45	15
70	30	18	41	30	59	47	65	53	18
80	34	20	47	34	67	54	74	60	20
90	38	23	53	38	75	60	83	68	23
100	42	25	59	42	84	67	92	75	25

¹ If demand quantity is not listed, see par. 6226-2.

60 DAYS AVERAGE ENDURANCE

9 MONTH DEMAND PERIOD

9 month demand quantity ¹	O&ST - 0 DAYS		O&ST - 30 DAYS		O&ST - 75 DAYS		O&ST - 90 DAYS		Safety level
	High limit	Low limit	High limit	Low limit	High limit	Low limit	High limit	Low limit	
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	2	1	2	1	0
4	2	1	2	1	3	2	3	2	1
5	2	1	2	1	3	2	4	3	1
6	2	1	3	2	4	3	4	3	1
7	2	1	3	2	4	3	5	4	1
8	3	2	4	3	5	4	5	4	2
9	3	2	4	3	5	4	6	5	2
10	3	2	4	3	6	5	7	5	2
11	4	2	5	4	7	5	7	6	2
12	4	2	5	4	7	6	8	6	2
13	4	3	6	4	8	6	8	7	3
14	4	3	6	4	8	7	9	7	3
15	5	3	6	5	9	7	10	8	3
16	5	3	7	5	9	8	10	8	3
17	5	3	7	5	10	8	11	9	3
18	5	3	7	5	10	8	11	9	3
19	6	4	8	6	11	9	12	10	4
20	6	4	8	6	12	9	13	10	4
30	9	5	12	9	17	14	19	15	5
40	12	7	16	12	23	18	25	20	7
50	14	9	20	14	28	23	31	25	9
60	17	10	24	17	34	27	37	30	10
70	20	12	28	20	39	32	43	35	12
80	23	14	32	23	45	36	49	40	14
90	25	15	35	25	50	40	55	45	15
100	28	17	39	28	56	45	62	50	17

¹ If demand quantity is not listed, see par. 6226-2.

60 DAYS AVERAGE ENDURANCE

12 MONTH DEMAND PERIOD

12 month demand quantity ¹	O&ST - 0 DAYS		O&ST - 30 DAYS		O&ST - 75 DAYS		O&ST - 90 DAYS		Safety level
	High limit	Low limit	High limit	Low limit	High limit	Low limit	High limit	Low limit	
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	2	1	0
5	2	1	2	1	3	2	3	2	1
6	2	1	2	1	3	2	3	2	1
7	2	1	3	2	3	2	4	3	1
8	2	1	3	2	4	3	4	3	1
9	2	1	3	2	4	3	5	4	1
10	3	2	3	2	5	4	5	4	2
11	3	2	4	3	5	4	6	5	2
12	3	2	4	3	5	4	6	5	2
13	3	2	4	3	6	5	6	5	2
14	3	2	5	3	6	5	7	6	2
15	4	2	5	4	7	5	7	6	2
16	4	2	5	4	7	6	7	6	2
17	4	3	5	4	8	6	8	7	3
18	4	3	6	4	8	6	9	7	3
19	4	3	6	4	8	7	9	8	3
20	5	3	6	5	9	7	10	8	3
30	7	4	9	7	13	10	14	12	4
40	9	5	12	9	17	14	19	15	5
50	11	7	15	11	21	17	23	19	7
60	13	8	18	13	25	20	28	23	8
70	15	9	21	15	30	24	33	27	9
80	17	10	24	17	34	27	37	30	10
90	19	12	27	19	38	30	42	34	12
100	21	13	30	21	42	34	46	38	13

¹ If demand quantity is not listed, see par. 6226-2.

75 DAYS AVERAGE ENDURANCE

6 MONTH DEMAND PERIOD

6 month demand quantity ¹	O&ST - 0 DAYS		O&ST - 30 DAYS		O&ST - 75 DAYS		O&ST - 90 DAYS		Safety level
	High limit	Low limit	High limit	Low limit	High limit	Low limit	High limit	Low limit	
1	1	0	1	0	1	0	1	0	0
2	1	0	2	1	2	1	2	1	0
3	2	1	2	1	3	2	3	2	1
4	2	1	3	2	4	3	4	3	1
5	3	2	4	3	5	4	5	4	2
6	3	2	4	3	6	5	6	5	2
7	4	3	5	4	7	6	7	6	3
8	4	3	6	4	8	6	8	7	3
9	5	3	6	5	9	7	9	8	3
10	5	4	7	5	10	8	10	9	4
11	6	4	8	6	11	9	11	10	4
12	6	4	8	6	11	9	12	10	4
13	7	5	9	7	12	10	13	11	5
14	7	5	10	7	13	11	14	12	5
15	8	5	10	8	14	12	15	13	5
16	8	6	11	8	15	12	16	14	6
17	9	6	12	9	16	13	17	15	6
18	9	6	12	9	17	14	18	15	6
19	10	7	13	10	18	15	19	16	7
20	10	7	14	10	19	15	20	17	7
30	15	10	20	15	28	23	30	25	10
40	20	14	27	20	37	30	40	34	14
50	25	17	34	25	46	38	50	42	17
60	30	20	40	30	55	45	60	50	20
70	35	24	47	35	65	53	70	59	24
80	40	27	54	40	74	60	80	67	27
90	45	30	60	45	83	68	90	75	30
100	50	34	67	50	92	75	100	84	34

¹ If demand quantity is not listed, see par. 6226-2.

75 DAYS AVERAGE ENDURANCE

9 MONTH DEMAND PERIOD

9 month demand quantity ¹	O&ST - 0 DAYS		O&ST - 30 DAYS		O&ST - 75 DAYS		O&ST - 90 DAYS		Safety level
	High limit	Low limit	High limit	Low limit	High limit	Low limit	High limit	Low limit	
2	1	0	1	0	2	1	2	1	0
3	1	0	2	1	2	1	2	1	0
4	2	1	2	1	3	2	3	2	1
5	2	1	3	2	4	3	4	3	1
6	2	1	3	2	4	3	4	3	1
7	3	2	4	3	5	4	5	4	2
8	3	2	4	3	5	4	6	5	2
9	3	2	4	3	6	5	6	5	2
10	4	3	5	4	7	5	7	6	3
11	4	3	5	4	7	6	8	7	3
12	4	3	6	4	8	6	8	7	3
13	5	3	6	5	8	7	9	8	3
14	5	4	7	5	9	7	10	8	4
15	5	4	7	5	10	8	10	9	4
16	6	4	8	6	10	8	11	9	4
17	6	4	8	6	11	9	12	10	4
18	6	4	8	6	11	9	12	10	4
19	7	5	9	7	12	10	13	11	5
20	7	5	9	7	13	10	14	12	5
30	10	7	14	10	19	15	20	17	7
40	14	9	18	14	25	20	27	23	9
50	17	12	23	17	31	25	34	28	12
60	20	14	27	20	37	30	40	34	14
70	24	16	32	24	43	35	47	39	16
80	27	18	36	27	49	40	54	45	18
90	30	20	40	30	55	45	60	50	20
100	34	23	45	34	62	50	67	56	23

¹ If demand quantity is not listed, see par. 6226-2.

75 DAYS AVERAGE ENDURANCE

12 MONTH DEMAND PERIOD

12 month demand quantity ¹	O&ST - 0 DAYS		O&ST - 30 DAYS		O&ST - 75 DAYS		O&ST - 90 DAYS		Safety level
	High limit	Low limit	High limit	Low limit	High limit	Low limit	High limit	Low limit	
2	1	0	1	0	1	0	1	0	0
3	1	0	1	0	2	1	2	1	0
4	1	0	2	1	2	1	2	1	0
5	2	1	2	1	3	2	3	2	1
6	2	1	2	1	3	2	3	2	1
7	2	1	3	2	4	3	4	3	1
8	2	1	3	2	4	3	4	3	1
9	3	2	3	2	5	4	5	4	2
10	3	2	4	3	5	4	5	4	2
11	3	2	4	3	6	5	6	5	2
12	3	2	4	3	6	5	6	5	2
13	4	3	5	4	6	5	7	6	3
14	4	3	5	4	7	6	7	6	3
15	4	3	5	4	7	6	8	7	3
16	4	3	6	4	7	6	8	7	3
17	5	3	6	5	8	7	9	8	3
18	5	3	6	5	9	7	9	8	3
19	5	4	7	5	9	8	10	8	4
20	5	4	7	5	10	8	10	9	4
30	8	5	10	8	14	12	15	13	5
40	10	7	14	10	19	15	20	17	7
50	13	9	17	13	23	19	25	21	9
60	15	10	20	15	28	23	30	25	10
70	18	12	24	18	33	27	35	30	12
80	20	14	27	20	37	30	40	34	14
90	23	15	30	23	42	34	45	38	15
100	25	17	34	25	46	38	50	42	17

¹ If demand quantity is not listed, see par. 6226-2.

6228 NON-SIM STOCK REPLENISHMENT POLICY

1. REVIEW OF DEMAND FREQUENCY. Each time that an issue of a non-SIM item is posted, the stock record will be reviewed to determine if the most recent issue transaction was the second demand within a six month period, thereby qualifying the item for SIM designation. Inventory losses, whether for missing material or on hand material unfit for issue, will not be considered as demands in determining demand frequency. If the item qualifies for SIM designation, the total demand quantity for the past six month demand period will be determined in accordance with par. 6226; the appropriate high limit, low limit, and safety level quantities will be entered in the stock record; the cognizance symbol, NSN, unit of issue, and unit price will be verified or updated with FEDLOG; and the item will be replenished as a SIM item in accordance with par. 6226-4. If the item does not qualify for SIM designation, it will be replenished in accordance with the following subparagraph.

2. REPLENISHMENT QUANTITY. Non-SIM items will be replenished on a one for one replacement basis (not to exceed the authorized allowance quantity), except when funds available to the Type Commander are inadequate to permit replenishment to the full range and depth of allowance. If a non-SIM item was formerly a SIM item and the on hand quantity exceeds the allowance quantity authorized in the COSAL, no replenishment action will be taken until the on hand quantity is reduced to less than the allowance quantity (or to the quantity authorized by the Type Commander).

6229 LOAD OUT FOR EXTENDED DEPLOYMENT

1. TOP OFF. At least 90 days prior to the scheduled commencement of an extended deployment (i.e., for more than 30 days), a ship will:

a. revise the high and low limits of its SIM items not included in the Consolidated Afloat Requisitioning Guide Overseas (CARGO) to reflect an O&ST of 90 days if deploying to the Western Pacific, or an O&ST of 75 days if deploying to other areas;

b. submit requisitions for material required to bring on hand quantities of all SIM items up to authorized high limits prior to deployment. Also, if so directed in service force instructions, submit requisitions for the first scheduled underway replenishment (UNREP) or Combat logistics force (CLF) replenishment (i.e., for replacement of materials expected to be consumed between the deployment commencement date and the first UNREP or CLF replenishment).

2. IN EXCESS LOADING. When a ship is scheduled for an extended deployment of more than 30 days, and when its mission precludes resupply opportunities within 30 day intervals, the Type Commander has the authority to authorize in excess loading to meet anticipated requirements during the period of unsupported deployment. The Type Commander will furnish the appropriate service group commander with copies of all correspondence relative to authorizations for loading in excess of prescribed average endurance levels.

6230 REPAIRABLES

Non aeronautical DLR items assigned MCC E, H, or X will be stocked only as NON-SIM material, regardless of the frequency of demand; and will be replenished in accordance with par. 6228. Aeronautical DLR items will be stocked and replenished in accordance with FASOINST 4440.92 series, if the items are assigned MCC E; or in accordance with NAVSUPINST 4440.160 series, if the items are assigned MCC H or X. FBM weapon system repairables assigned MCC G or Q will be stocked and replenished in accordance with OPNAVINST 4000.57 series.

6231 STOCK REPLENISHMENT PROCEDURE

1. **INITIATING DOCUMENT** The NAVSUP Form 1250-1 used to process an issue, loss by inventory, or receipt shortage which causes a stock replenishment requirement normally will be used to initiate a requisition. If a requirement for stock material is otherwise determined (e.g., incident to an allowance change, or the quarterly review of SIM stock records), a NAVSUP Form 1250-1 will be prepared to initiate the requisition. In either case, data entries in the NAVSUP Form 1250-1 (complete set, less the green, pink, and yellow copies) will be completed or verified as prescribed in the following subparagraphs prior to placing the document in the procurement action file (see par. 3392 if material is to be obtained from a Servmart).

2. **DATA ENTRIES PREPARATORY TO REQUISITIONING.** Before documents to initiate stock replenishment are placed in the procurement action file, the following data blocks will be completed, as appropriate (see samples page 6-99):

<u>Data Block</u>	<u>Data Block Caption</u>	<u>Explanation</u>
3	Urgy	Enter the appropriate urgency of need designator (usually C for routine stock replenishment).
5	Location	Enter the alphanumeric location in which the item will be stowed upon receipt (for inclusion in the Supplementary Address field of the requisition).
6	SIM/Non-SIM	Check the "SIM" or "Non-SIM" square, as appropriate (for ready identification of the stock record file that contains the NAVSUP Form 1114 to which the requisitioning data will be posted).
19	Cog	Enter the cognizance symbol for the NSN in data blocks 21-22.
21-23	Stock Number	Enter or verify the NSN (and SMIC, if applicable) of the item required.
24	U/I	Enter or verify the unit of issue for the NSN in data blocks 21-22.
26	Unit Price	Enter or verify the unit price for the NSN in data blocks 21-22.
28	Fund	Enter the appropriate fund code from Appendix 30.

6231

Inventory Management

<u>Data Block</u>	<u>Data Block Caption</u>	<u>Explanation</u>
A	Reqn Qty	Enter the quantity to be requisitioned, as determined in accordance with par. 6226-4 or par. 6228-2; and if the document is a NAVSUP Form 1250-1, prefix zeros, as required, to provide a 5 digit entry. If the document is a NAVSUP Form 1250-1 which was used to post an issue or other expenditure, line out the quantity in data block 25.
C	Obl Amt	Enter the total cost of chargeable material to be procured (quantity in data block A times unit price in data block 26). For nonchargeable material, enter N/C. If the document was used to post an issue or other expenditure, line out the extended price in data block 27.
E	URG/Mart	Check the "URG" square if material is to be obtained from an underway replenishment group ship, or the "Mart" square if it is to be obtained from a Servmart; otherwise, leave both squares blank.

3. DATA VERIFIED WITH FEDLOG. Before a document used to initiate replenishment of a NON-SIM item is placed in the procurement action file, the cognizance symbol, NSN, unit of issue, and unit price will be verified with FEDLOG. Any corrected data in the NAVSUP Form 1250-1 will be corrected in the stock record in the same manner as that prescribed in par. 6250-3. For replenishment of SIM items, such data may be entered or verified from the stock record, inasmuch as pertinent management data in SIM stock records are required to be verified or updated upon each receipt of each new FEDLOG (see par. 6232).

4. REQUISITION NUMBER ENTRY. When a document is taken from the procurement action file to prepare a stock replenishment requisition, the Julian date and serial number to be included in the document number of the requisition will be entered in data block B of the initiating document, and in the first two columns of the Requisition/OPTAR Log. If related entries in other columns of the OPTAR Log (see NAVSO P-3013-2) are made at this time, a check () will be entered in the "OPTAR Log" square in data block D of the initiating document.

6232 UPDATING MANAGEMENT DATA IN SIM STOCK RECORDS

It is mandatory that certain data (specifically, the cognizance symbol, NSN, unit of issue, and unit price) in a NAVSUP Form 1250-1 used to initiate a requisition for a stock numbered item be verified with the current edition of FEDLOG. For non SIM items, which are requisitioned infrequently, such data are verified with FEDLOG only at the time a requisition is prepared. Since most SIM items (including SIM DTO items) are replenished frequently, the cognizance symbol, NSN and SMIC (if applicable), unit of issue, unit price, or other pertinent management data in the SIM stock records will be validated promptly upon each receipt of each new FEDLOG. Thereafter, until receipt of the next FEDLOG, such data in NAVSUP Form 1250-1 used to initiate replenishment of SIM items can be obtained or verified from the stock record without reference to FEDLOG.

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NAVSUP FORM 1250 FOR REPLENISHMENT INCIDENT TO ISSUE

1. REQ. DATE 6216	2. DEPT NO 0620	3. URGY C	4. RDD	5. LOCATION D1118	6. SIM <input checked="" type="checkbox"/> NON-SIM <input type="checkbox"/>	7. ISSUE DATE 6216	A. REQ. QTY 00005	B. REQ. NO 6216-3350
8. NOUN NAME OR REF SYM TUBE		9. FPR	10. APL/AEL/CID 006302342		11. INV QTY	12. NIS <input type="checkbox"/> N/C <input type="checkbox"/>	C. OBL AMT 7.35	D. POSTED <input checked="" type="checkbox"/>
13. UIC R 52192		14. WC OE01		15. JSN 0326	16. EIC P3CT000		17. EQUIP COSAL SUPPT'D E. YES <input type="checkbox"/> NO <input type="checkbox"/>	URG <input type="checkbox"/> MART <input type="checkbox"/>
18. SC A		19. COG 9N	20. MCC 5960	21. ESC 00	22. NUN 193 5135	23. SMIC	24. U/I EA	25. QUANTITY 00001
26. UNIT PRICE 00001,47		27. EXTENDED PRICE 1,47		28. FUND NR				
29. REMARKS							30. APPROVED BY B. F. Swift SK2	
31. RECEIVED BY								
1	2	3	4	5	6	7	8	9
A0A	NDZ	3	SN	UI	QTY	R	52192	6216
3350	R	Y	D1118	A	NR	9N	EE5	13
DOC IDENT	RTG IDENT	M & S	SVC	UIC	JUL DATE	SERIAL	D E M	S V C
DOCUMENT NUMBER								
SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)								
NAVSUP FORM 1250-1 (7c) (10/82)								
S/N 0108-LF-501-2510								

NAVSUP FORM 1250-1 FOR REPLENISHMENT INCIDENT TO STOCK RECORD REVIEW

1. REQ. DATE 6216	2. DEPT NO	3. URGY C	4. RDD	5. LOCATION D1118	6. SIM <input checked="" type="checkbox"/> NON-SIM <input type="checkbox"/>	7. ISSUE DATE	A. REQ. QTY 00005	B. REQ. NO 6216-3350
8. NOUN NAME OR REF SYM TUBE		9. FPR	10. APL/AEL/CID		11. INV QTY	12. NIS <input type="checkbox"/> N/C <input type="checkbox"/>	C. OBL AMT 7.35	D. POSTED <input checked="" type="checkbox"/>
13. UIC		14. WC		15. JSN	16. EIC		17. EQUIP COSAL SUPPT'D E. YES <input type="checkbox"/> NO <input type="checkbox"/>	URG <input type="checkbox"/> MART <input type="checkbox"/>
18. SC		19. COG 9N	20. MCC 5960	21. ESC 00	22. NUN 193 5135	23. SMIC	24. U/I EA	25. QUANTITY 1
26. UNIT PRICE 1,47		27. EXTENDED PRICE		28. FUND NR				
29. REMARKS							30. APPROVED BY	
31. RECEIVED BY								
1	2	3	4	5	6	7	8	9
A0A	NDZ	3	SN	UI	QTY	R	52192	6216
3350	R	Y	D1118	A	NR	9N	EE5	13
DOC IDENT	RTG IDENT	M & S	SVC	UIC	JUL DATE	SERIAL	D E M	S V C
DOCUMENT NUMBER								
SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)								
NAVSUP FORM 1250-1 (7c) (10/82)								
S/N 0108-LF-501-2510								

6233 SIM STOCK RECORD REVIEW

1. GENERAL. Coincident with the quarterly computation of total demand quantities and adjustment of related safety level, high limit, and low limit quantities (see par. 6226), the SIM stock records will be reviewed to insure that:

a. Replenishment action is initiated when the on hand and on order quantities of an item are equal to or less than its current low limit (see par. 6226-4);

b. Stock records for SIM items which qualify for economic ordering (see par. 6226-5) are checked () in the "EQI" data block;

c. Items which experienced no demand in the past six months are reclassified as non SIM, and that applicable stock records are moved to the non SIM stock records file;

d. Action prescribed in par. 6171-2 is taken for the discontinuance or addition of PEB items, consistent with the frequency of demand experienced in the past three months.

The high and low limits established in SIM stock records incident to quarterly computations of demand will be compared with the high and low limits indicated in the most recent Quarterly SIM Status Report (QSSR) received from the Type Commander, and any stock record entries of high and low limits which are substantially different from those indicated in the SIM item identification list will be verified.

6234 ITEM IDENTIFICATION IN NAVSUP FORMS 1250 OR 1250-1 USED TO INITIATE REQUISITIONS

1. GENERAL. When a NAVSUP Form 1250-1 is used to initiate a requisition for an item required for the support of on board equipment, and the NSN or part number of the item is uncertain or unknown, the procedures the following subparagraphs will be followed.

2. ITEM IDENTIFIED BY NATIONAL STOCK NUMBER (NSN). When an item is identified by an NSN in the NAVSUP Form 1250-1, and the item is not stocked as a SIM item, the NSN will be verified with FEDLOG and, if necessary, revised to indicate the correct NSN (and SMIC, if applicable).

3. ITEM IDENTIFIED IN COSAL. The COSAL Index (Section A and/or B) will be checked to find the related APL number. The APL will be examined to determine the NSN, NICN, or part number of the requested item. If the APL identifies the item by an NSN, the NSN will be verified with FEDLOG (or the stock record, if a SIM item) prior to entry in the NAVSUP Form 1250-1. If the APL identifies the item by an NICN, the NICN to NSN cross reference lists issued by the cognizant item manager will be reviewed to determine the NSN (NICNs are not included in FEDLOG). If the NICN has not yet been included in a cross reference list, or such lists are not available, the NICN will be entered in the "Stock Number" field of the NAVSUP Form 1250-1 (see par. 2033-1). If the APL identifies the item only by a manufacturer's part number, FEDLOG will be used to try to cross the part number to an NSN.

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4. ITEM NOT LISTED IN COSAL. If a part numbered item is not listed in the COSAL, and cannot be cross referenced to an NSN in FEDLOG, or if the item is not identified by an NSN, NICN, or part number, the procedures in par. 6234-6 will be followed.

5. ITEM IDENTIFIED BY PART NUMBER ONLY

a. GENERAL. When a requested item can be identified only by a part number (or other reference number) which is not listed in FEDLOG, and the manufacturer of the item is known, the applicable CAGE code will be determined from the CAGE Cataloging Handbook (H4-H8 Name to Code/Code to Name) and entered with the part number in the NAVSUP Form 1250-1 or 1250-2 in accordance with par. 6234-2 or 3. Whether the requested item is equipment related or non equipment related, additional documentation is required in accordance with subparagraph d or e, as appropriate.

b. Part Number of 10 Digits or less. When the manufacturer's part number consists of 10 digits or less (including intervening dashes, slants, and spaces), the part number will begin in the second position of data block 22 and may continue through data block 23 (unused spaces, if any, will be left blank). The applicable 5 digit CAGE Code, if known, will be entered in data block 21 and the first position of data block 22. For example:

18.	19.	20.	STOCK NUMBER													
SC	COG	MCC	21.	FSC					22.	NIIN					23	SMIC
			9	5	0	9	1	7	7	2	1	1	4	8		
			CAGE					PART NUMBER								

If the CAGE is not known and cannot be determined, data block 21 and the first position of data block 22 will be left blank.

c. Part Number of more than 10 Digits. When the manufacturer's part number exceeds 10 digits, the entire part number, preceded by the applicable 5 digit CAGE Code, if known, will be entered in data block 29 of the NAVSUP Form 1250-1 or 1250-2. In such instances, data blocks 21 - 23 will be left blank except for entry of an asterisk (*) in the first position of data block 21; and a corresponding asterisk will be entered preceding the CAGE/part number entry in data block 29. For example:

18.	19.	20.	STOCK NUMBER													
SC	COG	MCC	21.	FSC					22.	NIIN					23	SMIC
			*													
29. REMARKS			* CAGE 71468 P/N AAGR-3-143-4													

If the CAGE is not known and cannot be determined, the part number only, preceded by an asterisk, will be entered in data block 29.

d. Equipment Related Items. When an equipment related item can be identified by a part number only, a detailed description of the parent equipment and other pertinent information will be provided in the "Identification Data" section of a Non-NSN Requisition (Manual) (DD Form 1348-6) in accordance with par. 3026. If a NON-SIM Requisition, NAVSUP Form 1250-2 is being utilized, no additional documentation is required to record consumption data for SEAS and MDS reporting. If a DD Form 1348-6 is utilized, one copy will be attached to the related NAVSUP Form 1250-1, and the notation "See DD Form 1348-6 attached", will be entered in data block 29 of the NAVSUP Form 1250-1 (see samples on following page).

e. Non equipment Related Items. When a non equipment related item can be identified by a part number only, a detailed description of the requested item, reference to the specific publication in which the item is adequately identified, a suggested source of supply, and any other information considered pertinent will be entered in appropriate data blocks of the "Identification Data" section of a DD Form 1348-6. The part number and CAGE are not required in the DD Form 1348-6, inasmuch as they must be included in the related NAVSUP Form 1250-1 in accordance with par. 6234-2 or 3 to identify the item for consumption reporting under SEAS. The DD Form 1348-6 (one copy only) will be attached to the related NAVSUP Form 1250-1, and the notation "See DD Form 1348-6 attached", will be entered in data block 29 of the NAVSUP Form 1250-1 (see samples on following page). If the non-NSN Requisition, NAVSUP Form 1250-2, is utilized, there is no requirement to duplicate the consumption data on the NAVSUP Form 1250-1 or to use the DD Form 1348-6. It should be noted that the NAVSUP Form 1250-2 may only be submitted to Navy supply activities for processing.

6. ITEM NOT IDENTIFIED BY AN NSN, NICN, OR PART NUMBER. When a requested item cannot be identified by an NSN, NICN, or a manufacturer's part number (or other reference number), as much pertinent information as is available will be provided in the "Identification Data" section of a DD Form 1348-6 in accordance with par. 6234-5d or 5e, as appropriate. The DD Form 1348-6 (one copy only) will be attached to the NAVSUP Form 1250-1, and the notation "See DD Form 1348-6 attached" will be entered in data block 29 of the NAVSUP Form 1250-1. If information included in the DD Form 1348-6 is considered to be inadequate to provide positive item identification, a copy of an applicable blueprint, photograph, drawing, or sketch will be attached to the DD Form 1348-6.

6235 CHANGE NOTICE

1. GENERAL. Change Notices are distributed by the Fleet Material Support Office (FMSO) and will be used as the authority to make changes to the stock records, bin tags, and other such documents. Change notices are transmitted electronically, by magnetic tape, or by listings in the format specified in Appendix 28.

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Section V: RECEIPT CONTROL**6250 POSTING RECEIPTS OF STOCK MATERIAL**

1. GENERAL. Receipt documents (see pars. 4114-4124) for stock replenishment material will be posted, in ink, to the stock records promptly upon receipt and stowage of the material. Completed receipt documents always will be posted prior to unposted issue documents; and receipt documents for SIM items will be posted prior to those for NON-SIM items. The following data in the stock record must be compared with those in the receipt document, and any differences will be reconciled in accordance with par 6250-3 prior to posting the receipt to the stock record:

- a. cognizance symbol,
- b. national stock number,
- c. unit of issue,
- d. unit price,
- e. quantity requisitioned,
- f. storage location.

2. DATA IN AGREEMENT

a. Stock Record Entries. If the data listed in par. 6250-1 is the same in the receipt document and in the stock record, entries in the stock record will be made as follows (see sample following page):

- (1) enter the Julian date of the receipt and the serial number of the related requisition in the "Date & Ser./WCC" column;
- (2) enter the receipt quantity in the "Receipts" column;
- (3) increase the balance in the "On hand" column by the quantity received;
- (4) line through (but do not obliterate) applicable requisition in the "Requisitions outstanding" column.

b. DTO Requisitions Outstanding When Stock Replenishment Material is Received. If, in posting a receipt of stock replenishment material, an outstanding requisition for NIS DTO material is indicated in the "Requisitions outstanding" column of the stock record, the white and green copies of the applicable NAVSUP Form 1250-1 will be removed from the NIS/NC file (or MOF, if no NIS/NC file is maintained) and forwarded to the storeroom storekeeper for immediate issue of the DTO requirement. The notation "(NIS)" (but not the quantity) applicable to the outstanding requisition for NIS DTO material then will be lined through, and the issue, when completed, will be posted to the stock record in the normal manner (see sample on following page). When the material originally ordered for DTO is received, the material will be sent to the storeroom and the receipt document will be posted to the stock record as a receipt of stock material.

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POSTING OF STOCK RECEIPT WITH OUTSTANDING DTO REQUISITION

9N		5935-00-504-4766		:	SOCKET		EA	3.92	06302342		D1116							
COG	M/C	NATIONAL STOCK NO.			SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.			LOCATION	HL	LL	SL			
UIC	R52192			2	1	R	4/96											
REQUISITIONS OUTSTANDING		A/L QTY	AT	E/R/C	BEG. MO. DEM.	DOBF	DFBF	URG	MRT	EOI	CI	MEC	HIC	SCC	SLC	PEB	DEM. PD	DEM. QTY
JUL DATE	SERIAL NO.	QUANTITY	DATE & SER/WCC		RECEIPTS	ISSUES	ON HAND	DATE & SER/WCC		RECEIPTS	ISSUES	ON HAND						
6150	3386	2	18 APR 96				2											
6200	3436	1 (NIS)	6150-0636			2	0											
			6210-3386		2		2											
			6210-0686			1	1											
COG	M/C	NATIONAL STOCK NO.			SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.			LOCATION	HL	LL	SL			
9N		5935-00-504-4766			:	SOCKET		EA	3.92	06302342		D1116						

3. DATA DIFFERENCES. Any differences determined from a comparison of receipt document and stock record data will be reconciled in accordance with the following prior to posting the receipt to the stock record:

a. Cognizance Symbol. When the cognizance symbol in the receipt document differs from that in the stock record, the cognizance symbol in the stock record will be changed to agree with that in the receipt document. In a DD Form 1348-1A, the cognizance symbol applicable to the material supplied always is entered in data block R; the cognizance symbol entered in columns 55-56 is the cognizance symbol which was included in the related requisition.

b. New or Superseding National Stock Number (NSN). When an item is received under a new or superseding NSN, a new stock record will be prepared to record the receipt. Distinction between a new or superseding NSN and a substitute NSN is determined by the status code (BG or BH, respectively) indicated in the supply status card applicable to the requisition.

Entries will be made as follows:

(1) In the new stock record:

(a) enter the cognizance symbol, NSN, description, unit of issue, and unit price from the receipt document;

(b) enter the APL number, storage location, UIC, allowance quantity (and HL/LL/SL quantities, if a SIM item), AT code, E/R/C code, and any special management data (e.g., material control code, shelf-life code) from the stock record for the superseded NSN;

(c) enter the date of the requisition (for the superseded item) in the "Beg. Mo. Dem." data block;

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(d) post the Julian date of material receipt, the serial number of the requisition for the superseded NSN, the receipt quantity, and the on hand balance in appropriate columns;

(e) reference the superseded NSN in the lowest block of the "Requisitions outstanding" column (see sample below).

NEW NSN STOCK RECORD

(6-73) NECOHP 21163 STOCK RECORD CARD, AFLOAT - NAVSUP FORM 1114m	9N		5960-00-082-4139	:	TUBE	EA	.85	06302342	D1117											
	COG	M/C	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HL	LL	SL								
	U	C	R52192	4	1	R	5/30/96													
	REQUISITIONS OUTSTANDING			A/L QTY	AT	E/R/C	BEG. MO. DEM.	DQBF	DFBF	URG	MRT	EOI	CI	MEC	HIC	SCC	SLC	PEB	DEM. PD	DEM. QTY
	JUL DATE	SERIAL NO.	QUANTITY	DATE & SER/WCC			RECEIPTS	ISSUES	ON HAND	DATE & SER/WCC			RECEIPTS	ISSUES	ON HAND					
				6200 - 3389			2		2											
SUPERSEDED NSN																				
5960-00-193-5145																				
COG	M/C	NATIONAL STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HL	LL	SL									
9N		5960-00-082-4139	:	TUBE	EA	.85	06302342	D1117												

(2) In the stock record for the superseded item:

- (a) line through the allowance quantity (and HL/LL/SL quantities, if a SIM item);
- (b) line through the requisition data in the "Requisitions outstanding" column;
- (c) reference the superseding NSN in the lowest block of the "Requisitions outstanding" column (see sample following page).

(d) to preclude the necessity of remarking material already in stock when a replenishment item is received under a new or superseding NSN, the on hand balance in the stock record for the superseded NSN will not be carried forward to the new stock record. Both stock records will be reviewed simultaneously in the computation of demand, and/or frequency of demand, and in determining replenishment quantities. When replenishment is required, the superseding NSN will be indicated in the requisition.

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(2) In the stock record for the primary item (see sample below):

(a) line through the applicable requisition data and enter the notation "SUBSTITUTE REC'D";

(b) enter the notation "SUBSTITUTE ITEM IS NSN " _____ " in the lowest block of the "Requisitions outstanding" column.

STOCK RECORD FOR PRIMARY ITEM

9N		5960-00-188-8538		TUBE		EA		1.05		06302342		D1119								
COG	M/C	NATIONAL STOCK NO.		SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.		LOCATION		HL	LL	SL						
R52192		3		1	R	4/96														
REQUISITIONS OUTSTANDING		A/L QTY		AT	E/R/C	BEG. MO. DEM.	DOBF	DFBF	URG	MRT	EOI	CI	MEC	HIC	SCC	SLC	PEB	DEM. PD	DEM. QTY	
JUL DATE	SERIAL NO.	QUANTITY		DATE & SER/WCC		RECEIPTS	ISSUES	ON HAND	DATE & SER/WCC		RECEIPTS	ISSUES	ON HAND							
6210	3396	1		18 APR 96				3												
SUBSTITUTE REC'D		6155 - 0642				1	2													
SUBSTITUTE ITEM IS		5960-00-188-8562																		
COG	M/C	NATIONAL STOCK NO.		SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.		LOCATION		HL	LL	SL						
9N		5960-00-188-8538			TUBE	EA	1.05	06302342		D1119										

UNIT OF ISSUE CHANGE

9Z		3110-00-053-3186		BEARING PR		EA		1.00		436872135		B1122		15		12		6		
COG	M/C	NATIONAL STOCK NO.		SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.		LOCATION		HL	LL	SL						
R52192		4 8		1	R	4/94								6		16		8		
REQUISITIONS OUTSTANDING		A/L QTY		AT	E/R/C	BEG. MO. DEM.	DOBF	DFBF	URG	MRT	EOI	CI	MEC	HIC	SCC	SLC	PEB	DEM. PD	DEM. QTY	
JUL DATE	SERIAL NO.	QUANTITY		DATE & SER/WCC		RECEIPTS	ISSUES	ON HAND	DATE & SER/WCC		RECEIPTS	ISSUES	ON HAND							
4109	3115	4		18 APR 94				4												
		4109		U/I CHANGE		8														
		4109-3115		8			16													
COG	M/C	NATIONAL STOCK NO.		SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.		LOCATION		HL	LL	SL						
9Z		3110-00-053-3186			BEARING PR	EA	1.00	436872135		B1122										

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d. Unit of Issue. When the unit of issue in the receipt document differs from that in the stock record, the unit of issue in the stock record will be changed to agree with that in the receipt document. In addition, the allowance quantity, the HL/LL/SL quantities (if a SIM item), and the on hand balance in the stock record will be adjusted for compatibility with the new unit of issue, if required. If adjustment of the on hand balance is required, the Julian date of the adjustment, the notation "U/I Change", and the adjusted on hand quantity will be entered prior to posting the receipt document (see sample previous page). It is important that any unit of issue changes in a stock record be considered in computations of total demand quantity. For example, if 2 PR of an item had been issued prior to a unit of issue change from PR to EA, the issued quantity of 2 PR will be counted as 4 EA in total quantities computed after the posted date of the change.

e. Unit Price. When the unit price in the receipt document differs from that in the stock record, the unit price in the stock record will be changed to agree with that in the receipt document. Significant price changes will be verified with FEDLOG, and if the price indicated in FEDLOG or receipt document is unrealistic, a price inquiry should be submitted to the Price Fighters. Maximum reproduction and use of the Pricing Hotline Suspected Overcharging Notification form is recommended (see sample on follow page). The form should be used when additional information such as sketches, drawings, blue prints, receipts, photographs, or specifications are available to assist the investigation process. Locally prepared versions of this form are acceptable. Price inquiries may be submitted by:

- (1) Mail to - Fitting Out and Supply Support Assistance Center, Code 084, P.O. Box 15129, Norfolk, Virginia 23511-0129
- (2) Telephone - DSN 565-1786, Commercial (804) 445-1786, or toll free (800) NAV-CHAL;
- (3) Message addresses to FOSSAC NORFOLK VA//084//;
- (4) SALTS address "FNP"
- (5) Internet address "PRICE_FIGHTER@FOSSAC.NAVY.MIL";
- (6) FAX - DSN 565-2482 or, Commercial (804) 445-2482.

DEPARTMENT OF THE NAVY

OFFICIAL BUSINESS

PRICING INQUIRY

COMMANDING OFFICER
ATTN: PRICING HOTLINE (CODE 084)
FITTING OUT AND SUPPLY SUPPORT ASSISTANCE CENTER
P.O. BOX 15129
NORFOLK, VIRGINIA 23511-0129

SUSPECTED OVERCHARGING NOTIFICATION FORM

SUSPECTED OVERCHARGING NOTIFICATION FORM	
Date _____	month/day/year
<i>I think the Government is being overcharged on this item. Please look into it, and let me know what you find.</i>	
Describe the item you think is over-priced: _____	
NSN or Part Number _____	
Contract Number _____	
(Mandatory if only part number is provided)	
Description or name of item _____	
Price you think is wrong _____	
Source for the suspect incorrect or excessive price _____	
Why do you think this item is over-priced? _____	

Is there another NSN you can USE IN PLACE of this item (at a lower price)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NSN _____	Price _____
How did you learn about the Pricing Hotline Program?	
<input type="checkbox"/> Poster	<input type="checkbox"/> Magazine/Journal Article
<input type="checkbox"/> Co-worker	<input type="checkbox"/> Videotape
<input type="checkbox"/> Navy and Marine Corps News	<input type="checkbox"/> Other _____
Please provide your complete message and mailing address so we can tell you the results of our review. (PLEASE PRINT)	
Rank/Rate/Name _____	
Command _____	
Mailing Address _____	
Message Address _____	
DSN Number _____	
<i>Thanks for your assistance in keeping prices down.</i>	

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f. Quantity

(1) Partial Quantity Received, Balance Due. When the total quantity requisitioned is not received, and a suffix code is indicated in column 44 of the receipt document, the quantity received will be posted to the stock record, the requisitioned quantity indicated in the "Requisitions outstanding" column will be lined through, and the quantity that remains outstanding will be entered next to the deleted original quantity.

252627282930313233343536373839404142434445
QUANTITY
DOCUMENT NUMBER
REQUISITIONER DATE SERIAL
00002 R 52192 6151 3391 A

JP FORM 1114m	REQUISITIONS OUTSTANDING			A/L QTY	AT	E/R/C	BEG. MO. DEM.	DQBF	DFBF
	JUL DATE	SERIAL NO.	QUANTITY	DATE & SER/WCC			RECEIPTS	ISSUES	ON HAND
	6151	3391	3 1	18 APR 76					6
				6151-0345				3	3
				6216-3391			2		5

(2) Partial Quantity Received, Balance Canceled. When the total quantity requisitioned is not received, and no suffix code is indicated in column 44 of the receipt document, the requisition will be considered to be completed (i.e., no further action will be taken by the supply system to furnish the remaining balance). Therefore, the quantity received will be posted to the stock record, and all applicable requisition data in the "Requisitions outstanding" column will be lined through. If the unfurnished balance of the requisitioned quantity is required, a NAVSUP Form 1250-1 will be prepared to initiate another requisition (see par. 6231-1).

(3) Receipt Overages in Excess of \$100. A receipt overage exists if the receipt quantity is more than that requisitioned and/or invoiced. When a receipt overage exceeds \$100 per line item, or it involves controlled material (see par. 4269-3a), the excess quantity will be reported as a receipt discrepancy in accordance with par. 4268; and only the requisitioned quantity will be posted to the stock record as a receipt. The excess quantity, with a copy of the Report of Discrepancy (ROD) attached, will be set aside pending disposition instructions from the action addressee of the ROD.

(4) Receipt Overages of \$100 or Less. When a receipt overage does not exceed \$100 or involve controlled material, the total quantity received will be stored and posted to the stock record. However, if retention of the excess quantity is not desired and the ship is in the vicinity of the issuing activity, the excess material will be returned in accordance with par. 4271; and only the retained quantity will be posted to the stock record as a receipt. If retention of a receipt overage is not desired when the ship is not in the vicinity of the issuing activity, the total quantity received will be posted to the stock record; and the excess quantity will be transferred to an ashore supply activity in accordance with par. 5067 at the earliest opportunity.

(5) Receipt Shortages in Excess of \$100. A receipt shortage exists if the receipt quantity is less than that invoiced. When a receipt shortage exceeds \$100 per line item, or it involves controlled material (see par. 4269-3), the actual receipt quantity will be posted to the stock record in accordance with par. 6250-1, and the deficient quantity will be reported as a receipt discrepancy in accordance with par. 4268. A copy of the Report of Discrepancy (ROD) and the applicable receipt document then will be held in the material outstanding file until replacement material or a credit invoice is received. If the reply to the ROD is negative, the shortage will be processed in accordance with subparagraph 6 below.

(6) Receipt Shortages of \$100 or Less. When a receipt shortage which does not exceed \$100 or involve controlled material cannot be readily reconciled with the issuing activity, only the quantity actually received will be posted to the stock record. In addition, a NAVSUP Form 1250-1 will be prepared to report the receipt shortage as consumption under SEAS (this document will not be posted to the stock record). Data blocks of the NAVSUP Form 1250-1 will be completed in the same manner as those for a loss by inventory (see par. 6071-2) except as follows:

(a) Data block 29 (Remarks). Enter the notation "MAT'L RECEIPT SHORTAGE", and the applicable receipt document number.

(b) Data block S (Posted). Do not check the "S/R (Issue)" square.

After completion of data entries and approval of the Supply Officer, the NAVSUP Form 1250-1 will be distributed in accordance with par. 6214, Chart 7 (see instructions in par. 4274 for reporting receipts of defective material).

g. Storage Location

(1) New Location. When the receipted copy of the receipt document from the storeroom storekeeper indicates that material was stored in a location different from that indicated in the stock record, the location shown in the stock record will be lined through and the new location will be entered.

(2) Additional Locations. When the receipted copy of the receipt document received from the storeroom storekeeper indicates that an item is stored in multiple locations, the additional location(s) will be entered in the stock record (see par. 6186-3).

4. DISPOSITION OF POSTED RECEIPT DOCUMENTS. After a receipt has been posted to the stock record, the receipt document will be forwarded to the OPTAR records storekeeper who will enter the material receipt date in the Requisition/OPTAR Log in accordance with NAVSO P-3013-2, par. 4104-1. The receipt document will then be forwarded to the requisitioning storekeeper for attachment to the hardback copy of the related requisition from the material outstanding file. Both documents will then be placed in the material completed file (see par. 6214, Chart 3).

6251 POSTING RECEIPTS (AND ISSUES) OF SIM DTO MATERIAL

1. POSTING ENTRIES AND UPDATE OF MANAGEMENT DATA. When SIM DTO material is received and turned over to custodial departments, the receipt documents and related issue requests will be posted simultaneously to the stock record cards maintained for SIM DTO material. The cognizance symbol, NSN, unit of issue, unit price, and quantity requisitioned on the stock record will be compared to the receipt and any differences will be reconciled prior to posting the receipt to the stock record. The procedure for posting receipt documents and updating management data in stock record cards for SIM DTO items is as follows:

a. Data In Agreement. If the cognizance symbol, NSN, unit of issue, unit price, and quantity requisitioned are the same on the receipt document as in the stock record, entries in the stock record will be made as follows:

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(1) enter the Julian date received and the serial number of the related requisition in the "Date & Ser./WCC" column;

(2) enter the receipt quantity in the "Receipts" column;

(3) increase the balance in the "On hand" column by the quantity received;

(4) line through (but do not obliterate) applicable requisition in the "Requisitions outstanding" column.

(5) enter the Julian date received and the serial number of the related issue request in the "Date & Ser./WCC" column;

(6) enter the issue quantity in the "Issues" column;

(7) decrease the balance in the "On hand" column by the quantity issued. As the total quantity of SIM DTO material is issued immediately upon receipt, and since receipts and issues are posted to the stock record simultaneously, the on hand balance in stock records for SIM DTO items always will be zero.

b. Data Differences. Any differences determined from a comparison of receipt document and stock record will be reconciled in accordance with par. 6250-3 with the following exceptions:

(1) New or Superseding NSN. When a SIM DTO item is received under a superseding NSN, a separate stock record card need not be prepared, as the superseded NSN in the existing stock record card may be lined through and the superseding number entered above it.

(2) Substitute NSN. As an APL number, storage location, allowance quantity, and AT code are not required entries in a stock record for SIM DTO material, such data will not be entered in a new stock record prepared for SIM DTO material received under a substitute NSN. However, the entry of "GUCL" or "GEN USE" is required in the APL data block.

(3) Receipt Shortages of \$100 or Less. NAVSUP Forms 1250-1 prepared to report receipt shortages as consumption under SEAS will be distributed in accordance with par. 6214, Chart 7. Since the submarine forces do not submit SEAS consumption documents for consumables, preparation of NAVSUP Forms 1250-1 for reporting receipt shortages of SIM DTO items is not required. In either case, if the deficient quantity is to be reordered, the responsible department must submit another NAVSUP Form 1250-1 to initiate the requisition.

6252 DTO MATERIAL RECEIPT (AND ISSUE) DOCUMENTS

1. PROCESSING OF COMPLETED DOCUMENTS. After the issue date and the signature of the recipient of DTO material have been entered in a receipt document, the following actions are required:

a. Remove the related issue request and requisition documents from the NIS/NC file and/or material outstanding file. In the white and green copy of the NAVSUP Form 1250-1, enter the material issue date in data block 7, and if required, change the quantity in data block 25 to that actually received (see par. 6252-2 and 3).

- b. Determine whether or not a stock record (NAVSUP Form 1114) is maintained for the item. If a NAVSUP Form 1114 is maintained, post the receipt and issue simultaneously.
- c. Put the white of the NAVSUP Form 1250-1 in the consumption file, and the green copy of the NAVSUP Form 1250-1 in the MDS/SEAS data file.
- d. Post the material issue date indicated in the receipt document to the Requisition/OPTAR Log in accordance with NAVSO P-3013-2, par. 4104-1.
- e. Attach the hardback copy of the related requisition from the material outstanding file to the receipt document.
- f. If the item received is controlled equipage (see par. 8001), post the receipt to the applicable Controlled Equipage Custody Record in accordance with par. 8032; and if the item is "signature required", obtain the department heads' signature for the increased on hand balance.
- g. File the receipt document and the hardback copy of the related requisition in the material completed file (see par. 6214, Chart 5).

2. COMPARISON OF QUANTITY RECEIVED AND QUANTITY REQUESTED. After entry of the material issue date, the NAVSUP Form 1250-1 will be matched with the receipt document for comparison of the quantity requested and the quantity received. If a quantity difference exists, appropriate action will be taken in accordance with the following subparagraphs.

a. Partial Quantity Received, Balance Due. When the total quantity requested is not received, and a suffix code (indicating partial fulfillment of the requisition) is entered in column 44 of the receipt document, a new NAVSUP Form 1250-1 will be prepared for the quantity and extended price of the material received, with all other pertinent information duplicated from the original request. The new document then will be processed as a completed issue request. The original document will be changed to reflect the quantity and extended price of the material which is still outstanding, after which it will be returned to the NIS/NC file (or MOF, if no NIS/NC file is maintained). The quantity indicated in the hardback copy of the related requisition will be revised to indicate the balance due, and after the receipt document for the partial quantity has been attached, it will be returned to the material outstanding file.

b. Partial Quantity Received, Balance Canceled. When the total quantity requested is not received, and no suffix code is entered in column 44 of the receipt document (indicating that the requisition is considered to be completed), the NAVSUP Form 1250-1 will be changed to indicate the quantity and extended price of material actually received, after which it will be processed as a completed issue document. If the unfilled balance of the requisitioned quantity is still required (to be determined by the requesting department), a new NAVSUP Form 1250-1 will be prepared to initiate another requisition.

c. Receipt Overages. DTO material receipt overages will be processed in the same manner as that prescribed in par. 6250-3f(3) and (4) for receipt overages of stock material. Only the requested quantity of NIS DTO items or not carried repair parts will be issued. Receipt overages of other DTO items, which are valued at \$100 or less and are not controlled material, will be issued to the requesting department(s), and each applicable NAVSUP Form 1250-1 will be changed to reflect the quantity actually issued.

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(1) In Excess of \$100. DTO material receipt shortages which exceed \$100 per line item, or which involve controlled material (see par. 4269-3a), will be processed in essentially the same manner as that prescribed in par. 6250-3f(5) for receipt shortages of stock material. However, when a receipt shortage of DTO material is reported, the NIS/NC copies of the related issue request will be changed to indicate the actual quantity received and issued; but before these copies are processed as completed consumption documents, an additional NAVSUP Form 1250-1 (green copy only) for the deficient quantity will be prepared and attached to a retained copy of the ROD. When the quantity reported as a deficiency is received and issued, the additional issue request will be processed as a completed consumption document. If a credit invoice is received in lieu of material, the additional issue request will be discarded.

(2) Of \$100 or Less. DTO material receipt shortages which do not exceed \$100 or involve controlled material will be processed in essentially the same manner as that prescribed in par. 6250-3f(6) for receipt shortages of stock material, including the preparation of a NAVSUP Form 1250-1 to report the receipt shortage under SEAS. Since the submarine forces do not submit SEAS consumption documents for consumables, NAVSUP Forms 1250-1 for receipt shortages will be prepared for equipment and repair parts only. The white and green copy of the NAVSUP Form 1250-1 that initiated the requisition will be changed to indicate the quantity actually received, and will be processed as a completed consumption document. If the deficient quantity is required (to be determined by the requesting department), another issue request will be prepared to initiate another requisition.

3. COMPARISON OF OTHER DATA IN ISSUE REQUESTS AND RELATED RECEIPT DOCUMENTS. Except for quantity adjustments incident to receipt overages or shortages, or unless otherwise directed by the Type Commander, issue requests for DTO material are not required to be corrected for compatibility with related receipt documents. Management data, such as cognizance symbol, stock number, unit of issue, and unit price reflected in consumption documents submitted under MDS are periodically verified or updated with FEDLOG by the Navy Maintenance Support Office (NAMSO), Mechanicsburg, PA. Any difference between prices reflected in consumption documents submitted under SEAS and prices indicated in receipt documents are adjusted monthly (for each budget category) by or as directed by the Type Commander.

6253 RETURN OF MATERIAL TO SUPPLY DEPARTMENT

1. GENERAL. Department RFI material returned to the supply department will be accomplished with NAVSUP Form 1250-1 prepared in accordance with the following subparagraph. Returned RFI items which are authorized to be stocked normally will be placed in stock and posted to the stock records. Returned RFI items that are not stocked (i.e., not carried), or which are stocked in excess quantities, normally will be transferred to the nearest ashore supply activity in accordance with pars. 5066-5080. Department turn-ins of unserviceable depot level repairable (DLR) items will be accomplished in accordance with par. 8311.

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2. PREPARATION OF TURN-IN DOCUMENT. RFI material returned to the supply department will be accompanied with a NAVSUP Form 1250-1 prepared in the same manner as that prescribed for issue requests, except as follows (see sample below):

- Data block 18. Enter supply source code "9" (see Glossary).
- Data block 27. Above the extended price, enter the notation "CREDIT".
- Data block 29. Enter the notation "RETURNED MATERIAL".

1. REQ. DATE 6185		2. DEPT NO 0665		3. URGY		4. RDD		5. LOCATION D1144		6. SIM <input type="checkbox"/>		NON-SIM <input checked="" type="checkbox"/>		7. ISSUE DATE		A. REQN QTY		B. REQN NO															
8. NOUN NAME OR REF SYM SWITCH				9. FPR <input type="checkbox"/>		10. APL/AEL/CID 006302342				11. INV QTY <input type="checkbox"/>		12. NIS <input type="checkbox"/>		N/C <input type="checkbox"/>		C. OBL AMT		D. POSTED															
13. UIC R 52192				14. WC OE01		15. JSN Z000		16. EIC P31R000		17. EQUIP COSAL SUPPT'D <input type="checkbox"/>		YES <input type="checkbox"/>		NO <input type="checkbox"/>		URG <input type="checkbox"/>		MART <input type="checkbox"/>															
18. SC 9				19. COG 9N		20. MCC 5930		21. FSC 00		22. NIIN 201 9932		23. SMIC EA		24. U/I 000002		25. QUANTITY 0001170		26. UNIT PRICE 0001170		27. EXTENDED PRICE CREDIT 2340		28. FUND NR											
29. REMARKS RETURNED MATERIAL														30. APPROVED BY																			
														31. RECEIVED BY																			
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73																																	
DOC IDENT		RTG IDENT		M & S		SVC		UIC		JUL DATE		SERIAL		D E M		S V C		SUPPL ADDRESS		S I G		FUND		DIST		PROJ		PRI		RDD		ADV	
DOCUMENT NUMBER																																	
SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)																				S/N 0108-LF-501-2510													
NAVSUP FORM 1250-1 (7c) (10/82)																																	

3. STOCK RECORD POSTING. When returned RFI material is placed in stock, the turn-in document will be posted to the stock record as a negative expenditure (i.e., with the returned quantity entered as a minus figure in the "Issues" column). To explain the negative expenditure entry, the notation "RM" (i.e., returned material) will be entered in the "Receipts" column.

4. DISTRIBUTION OF TURN-IN DOCUMENT. NAVSUP Form 1250-1 for RFI material returned or turned in to the supply department will be distributed in accordance with par. 6214.

Section VI: SUPPLY EDIT, AUDIT, AND SIM (SEAS) SYSTEM**6280 CONCEPT**

SEAS is a computerized data collection and analysis system developed to provide readily available material consumption and financial information for efficient supply management at the shipboard and Fleet and Type Commander levels. This section provides specific guidance and procedures for non mechanized afloat units to attain maximum benefits from the system.

6281 PURPOSE

1. GENERAL. The purpose of the SEAS system is to provide:

- a. A basis for measuring and evaluating supply readiness at various management and command levels.
- b. The data base necessary for developing and substantiating Type and Fleet Commander budget requirements.
- c. A monthly report of shipboard supply effectiveness and cumulative money value of consumption to each ship.
- d. The parts usage information by Job Control Number (JCN), Equipment Identification Code (EIC), and Allowance Parts List (APL) number to Navy Maintenance Support Office (NAMSO), to be used in the supply/3M interface. Some applications for parts usage are:
 - (1) National Item Identification Numbers (NIIN) and Cog or part numbers are examined to determine the Best Replacement Factor (BRF) to be used when COSALs are developed.
 - (2) Equipment Identification Codes (EIC) and Source Codes are used by system engineers to determine initial allowances.
 - (3) APL/AEL/CID are used to determine if logistic support for installed equipment is adequate.
 - (4) Job Control Numbers (JCN) are matched with JCNs from OPNAV Form 4790/2K to give all concerned a better picture of maintenance actions performed.
- e. A complete supply interface with the 3M system.

6282 DATA INPUTS

1. GENERAL. Supply Officers will ensure that all data is correctly submitted into the SEAS Program for the following types of transactions:

- a. All consumption of repair part items, including DTO and issues from stock of NSA, APA, DLA and DLR material. Specifically, all maintenance related consumption documents citing ____B, ____R and Y6 fund codes.

b. All consumption of maintenance related consumables. Any consumable listed in Section A, Part III of the COSAL is considered, by definition, a repair part. In addition, material meeting the following criteria may be considered maintenance related consumables and fund code _____R cited on the consumption document:

(1) Material consumed in the performance of a maintenance action on a ship's equipment or a discrete ship's system, exclusive of cleanup or setup. Material such as welding rods, acetylene, oxygen, bar stock, special purpose solvents and solder are valid maintenance related consumables.

(2) Material that remains an integral part of the equipment or system when it is placed back in operation, including gasses, fluids and lubricants in sealed systems: e.g, dial illuminators, fuses, hydraulic fluid, freon, pipe insulation and lagging material, packing material, nuts, bolts, pipe and gasket material.

(3) Specialized test equipment that is modular and remains an integral part of an equipment.

(4) Special tools when defined as tools having a specific or unique equipment application that are listed on an equipment APL.

(5) Materials that are used up by the operation of an equipment or system are not maintenance related consumables. Such materials would include fuel, lube oil, most lubricants, chemicals, light bulbs and dry cell batteries.

c. All repair part consumption of receipts from "usage only" transactions (salvage, cannibalization, disposal, fabrication), and intership transfers (estimate prices as necessary, showing appropriate fund code).

d. Loss by inventory (repair parts only).

e. Material returned to supply for stock (stock source code 9) (repair parts only).

f. Material surveyed as a result of shipment loss or damage (repair parts only).

g. Material surveyed as a result of damage from fire or flooding (repair parts only).

6285 NON-SEAS TRANSACTIONS

1. GENERAL. Consumption of items listed below will not be reported under the SEAS Program:

a. Non maintenance related consumable material/services.

b. OI Cog publications

c. Material purchased with Welfare and Recreation funds.

d. Water and fuel obtained through the citing of CINCLANTFLT or CINCPACFLT open allotments.

e. Ammunition

f. Services not chargeable to OPTAR.

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- g. Material acquired for stock replenishment.
- h. Initial outfitting requisitions marked for stock chargeable to NAVSEA OPN Outfitting Account funds.
- i. Non maintenance related materials ("Other" fund codes).

6286 SOURCE DOCUMENT

1. GENERAL. The NAVSUP Forms 1250-1/1250-2 are the basic source documents for the SEAS Program data input. Data from within the following designated areas of the NAVSUP 1250-1/1250-2 is collected by the Automated Data Processing (ADP) system and must be filled in by shipboard personnel prior to transmittal of the SEAS Report to the TYCOM. As an aid to the Supply Officer in the review of all NAVSUP Forms 1250-1/1250-2 transmitted, the following guide will be used:

<u>Block</u>	<u>Title</u>	<u>Remarks</u>
6	SIM/Non-SIM	If an item is SIM, check SIM. If blank, item assumed to be Non-SIM.
7	Issue Date	Date material was issued from stock, or date material used, if not issued from stock. Will not necessarily agree with request date of requisition date. When 1250-1/1250-2's are transmitted to the TYCOM, all issue dates should be within the applicable consumption period.
8	Noun Name or Reference Number	May be 8 positions or less. Enter name or circuit symbol number.
9	Failed Part Replacement	If maintenance person has determined that requested part caused an equipment failure, enter an "X"
10	APL/AEL/CID	Mandatory entry for repair parts (including Non AV DLRs) if the Fund Code in Block 28 is _R, _B or Y6. For pre-expended bin (PEB) items, routine PMS requirements and repair part loss by inventory enter "NOT APPL."
13	UIC	Enter the ship's Service Code and the Unit Identification Code.
14	Work Center	May be used on all documents and is mandatory entry if the fund code for a repair part is cited.
15	Job Sequence Number (JSN)	Sequential number entered from the Ship's Force Work List (SFWL). Mandatory entry filled for all repair part requisitions if the Fund Code in Block 28 is _R, _B or Y6. For replenishing PEB material and routine PMS requirements, enter "Z000". If material was consumed by other than maintenance action, (i.e., Survey), enter "GENERAL". For repair part loss by inventory enter "0000".

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<u>Block</u>	<u>Title</u>	<u>Remarks</u>
16	Equipment Identification Code (EIC)	Enter four position EIC from the EIC Master Index. Mandatory entry for all repair part requisitions if the Fund Code in Block 28 is _R, _B or Y6. For replenishing PEB material and routine PMS requirements, enter "X000000". If material was consumed by other than maintenance action (i.e., LBI, Survey), enter "GENERAL".
18	Source Code	Enter appropriate Source Code from Glossary. Ensure that the code is consistent with blocks 6, 12 and 17. When undergoing ILO, enter "H".
19	Cog Symbol	Required for all items which have an NSN. First position must be an even number if the Fund Code is Y6. If the Fund Code is other than Y6, the first position must be an odd number. Do not submit OI Cog consumption documents.
21-22	Stock Number	All parts should be identified by NSN, part number, drawing number, etc. Entries such as "Open Purchase" have little meaning to systems commands when developing parts support. If no stock number is assigned, enter the five digit Commercial and Government Entity (CAGE) Code starting in block 21 and the Part number starting in the second position of block 22.
23	SMIC	Enter Special Material Identification Code if assigned.
24	Unit of Issue	Mandatory entry. Enter correct unit of issue abbreviation from Appendix 19.
25	Quantity	Mandatory entry. Enter the quantity required. Do Not Use Leading Zeros.
26	Unit Price	Mandatory entry. If the price is unknown, use the estimated price.
28	Fund Code	Enter appropriate Fund Code cited in Appendix 30.

6287 CONSUMABLE AND HULL/STRUCTURAL MAINTENANCE MATERIAL

Individual NAVSUP Forms 1250-1/1250-2 for consumable material (Fund Code _C) and hull and structural maintenance material (Fund Code _2) are not collected through the SEAS system and are not included in the Monthly Supply Status Report (MSSR).

6288 MEDICAL AND DENTAL MATERIALS

Stock levels of medical and dental allowance list items are maintained by the Medical and Dental Departments and consumption is reported at the time the material is turned over to the departments.

6289 SOURCE DOCUMENT EDIT

Ensure that unit prices shown on the green copies of the NAVSUP Forms 1250-1/1250-2 to be submitted to the TYCOM are the same as those shown on the corresponding white copies to be retained, and that all price extensions are correct (quantity x unit price). All NAVSUP Forms 1250-1/ 1250-2 should reflect the most current price available for the item requested.

6290 SOURCE DOCUMENT TRANSMITTAL

Green copies of the completed NAVSUP Form 1250-1/1250-2 will be mailed to the TYCOM under a letter of transmittal (see sample below) prepared no later than one working day after the SEAS Report cut-off dates (15th and last day of each month). Documents are to be segregated into two groups, stock numbered and non stock numbered, within the fund code categories _B, _R and Y6. SFM equipped ships will transmit their SEAS Report no later than one working day after the SEAS cut-off date (last day of each month).

SEAS LETTER OF TRANSMITTAL (FORMAT FOR NON-MECHANIZED SHIPS)

From: Commanding Officer, USS JOHN PAUL JONES (DDG-32)
 To: (Appropriated Type Commander)

 Subj: CONSUMPTION DOCUMENTS; TRANSMITTAL OF

 REF: (a) (Appropriate Type Commander Instruction)

 Encl: (1) ____ NAVSUP Forms 1250-1/1250-2 for period ____

1. In accordance with reference (a), enclosure (1) is forwarded.

A. B. SEA
 LT, SC, USN

6291 RETAINED CONSUMPTION FILE

To facilitate consumption record reconstruction, reconciliation or correction as necessary, the white copies of NAVSUP Form 1250-1/1250-2 (corresponding to the green copies transmitted to the TYCOM) should be labeled with appropriate transmittal number, number of documents by fund code and retained on board as the ship's consumption file. The retained files will be kept for one year.

6292 MONTHLY SUPPLY STATUS REPORT (MSSR) SYSTEM

Monthly, two listings are prepared for each ship from the NAVSUP Forms 1250-1/1250-2 transmitted to the TYCOM for SEAS. One listing, the Supply Status Report (SSR), identifies those items which merit consideration for Selected Item Management (SIM) on the basis of four demand frequencies during the most recent 12 months of usage. The second list, Not Carried Material Qualifying for Stock, is a listing of those Not Carried (NC) repair part items that received two demands within a period of one year and thus may be procured for stock as a Non-SIM item in a minimum replacement quantity (usually one). Since this demand record is available monthly from the TYCOM data bank, maintenance of a Historical Demand File (HDF) for repair parts is optional. The requirement to maintain the HDF for consumable items is mandatory. The SSR automatically assigns an Order and Shipping Time (O&ST) to each line item (i.e., 1.0 which represents 30 days O&ST for items on the Fleet Issue Load List (FILL) and 2.0 which represents 75 days O&ST for all other items). Since O&ST is not allowed in levels calculations for fixed allowance items, a blank field is indicated on all Y6 items. Ships home ported in the MIDEAST have 3.0, or 90 days, assigned as O&ST for all NSA items. The MSSR will be mailed monthly to each ship and will be used at the shipboard level as follows:

- a. Monthly, the MSSR will be reviewed for newly qualified items which are identified by "Y" in the new item column. If a decision is made to stock the item, prepare a stock record card, NAVSUP 1114, and place the initial high limit on order.
- b. Monthly, Items that fail to maintain SIM demand criteria will be identified as "Revert to Non-SIM". Stock record cards for these items will be transferred to the Non-SIM stock record file.
- c. Quarterly, post new high, low and safety levels to stock record cards.
- d. Quarterly, use the MSSR as an aid in accomplishing the Quarterly Review of Selected Items Management as required by par. 6233.

6293 SEAS OUTPUT

The TYCOM will forward the SEAS Effectiveness/Consumption Report (see sample on following page) to each ship monthly. If a ship's measured performance is far outside the established parameters, the TYCOM may perform an analysis of the effectiveness report and provide comments with the report.

6294 SEAS EFFECTIVENESS - SUMMARY STANDARDS

1. GENERAL. Based on the data compiled and furnished by the TYCOM, the Supply Officer will be able to read a trend level and measure the effectiveness and readiness of the supply operation. The following standards should be applied to the "4 Month Average" line of the effectiveness report.

- a. Net effectiveness should be at least 90% for SIM and 85% for Non-SIM. Net effectiveness is one indicator of timely stock replenishment.

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b. Gross effectiveness should not be lower than 65%.

c. Not carried rate should not exceed 30%. This caption is a measurement on the effectiveness and validity of the COSAL to support installed equipment. See sample letter and Figure 6-133 shown below.

SAMPLE SEAS EFFECTIVENESS/CONSUMPTION REPORT

GROUP 1													
UIC	NAME				TYPE HULL								
<u>EFFECTIVENESS REPORT</u>													
					TOTAL DEMANDS	DEMANDS STOCK ITEMS	ISSUED AT TIME DEMAND		PCT NIS	PCT N/C	NET EFF	GROSS EFF	
PRESENT	SIM				58	58	56		3%		97%		
MONTH	NON-SIM				399	255	221		13%		87%		
	TOTAL				457	313	277		12%	32%	88%	61%	
4 MONTH AVG	SIM				42	42	41		3%		97%		
	NON-SIM				351	254	225		12%		88%		
	TOTAL				393	296	266		10%	25%	90%	68%	
12 MONTH AVG	SIM				36	36	34		4%		96%		
	NON-SIM				283	190	162		15%		85%		
	TOTAL				319	226	196		13%	29%	87%	62%	
<u>CONSUMPTION REPORT</u>													
-----REPAIR PARTS-----													
	NSA <u>RCNT VALUE</u>		APA <u>RCNT VALUE</u>		DLR <u>RCNT VALUE</u>		HULL <u>RCNT VALUE</u>		OTHER <u>RCNT VALUE</u>		USG ONLY <u>RCNT VALUE</u>		
PRESENT													
MONTH	434	31674	3	1112	20	37761	0	0	0	0	0	0	
BF/FY	435	46302	0	0	25	34491	0	0	0	0	0	0	
FYTD	869	77976	3	1112	45	72252	0	0	0	0	0	0	

6295 BASIS FOR COMPUTATION

1. EFFECTIVENESS REPORT. The basis for the computations in the effectiveness report are as follows:

<u>Caption</u>	<u>Description/Source</u>
Present Month	The data entered for each caption are based on consumption documents processed for repair parts and maintenance related consumables in the present month printed on the report. The data caption listed below do not include consumption documents which indicated Source Code H, 1, 2, 3, 5 or 9.
Total Demands	Total number of consumption documents for all repair parts issued in the present month.
Demands for Stock Items	Total number of consumption documents for carried repair parts issued in the present month.
Issued At Time of Demand	Total number of consumption documents for carried repair parts issued at time of demand.
PCT NIS	Percentage of Not In Stock (NIS) documents which were included in the "Demands for Stock Items" figure.
NET EFF	Percentage of "Demands for Stock Items" which were satisfied from shipboard stock at time requested.
Gross EFF	Percentage of "Total Demands" which were satisfied from shipboard stock at the time requested.
4 Month Average	Data displayed on this line is a "Monthly Average" based on the present month and the three (3) prior months issues.
12 Month Average	Data displayed on this line is a "Monthly Average" based on the present month and eleven prior months issues.

2. CONSUMPTION REPORT. The basis for the computations in the consumption report are as follows:

<u>Caption</u>	<u>Description/Source</u>
Present Month	The data entered for each caption are based on all consumption documents issued in the present month printed on the report.
Repair Parts - NSA	Number of transactions (RCNT) and dollar value of all NSA repair parts (except DLRs) issued in the present month.
Repair Parts - APA	Number of transactions (RCNT) and dollar value of all APA repair parts issued in the present month.
DLR	Number of transactions (RCNT) and dollar value of all DLR material (fund code __B) issued in the present month.

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<u>Caption</u>	<u>Description/Source</u>
HULL	Number of transactions (RCNT) and dollar value material (fund code ___2) issued in the present month.
Other	Number of transactions (RCNT) and dollar value of all consumables issued in the present month including medical items, services, charter and hire, etc.
Usage Only	Number of transactions (RCNT) and dollar value of all usage only issues (numeric maintenance Source Codes 1, 2, 3 and 5) issued in the present month.
BF/FY	Cumulative value from beginning of current fiscal year to end of previous month.
FYTD	Cumulative value from beginning of current fiscal year to end of current month.

Part C: SUPPLY AND FINANCIAL MANAGEMENT (SFM) PROCEDURES

Section I: PHYSICAL INVENTORY

6300 PHYSICAL INVENTORY MODULE

1. GENERAL. A complete physical inventory of all stocked materials for most ships are required periodically. The purpose of a physical inventory is to ensure effective inventory control of materials which, due to certain characteristics, require special management attention in order for the ship to perform its mission. The SFM physical inventory functions are either scheduled or spot.

2. SCHEDULED INVENTORY. Scheduled inventory requirements are prescribed in par. 6062. The SFM scheduled inventory option allows the user to select an inventory by NIIN, Part number, or location. If location is selected, the user may enter a single location or range of locations. Other specific commodity data may be included to define precisely the range of materials to be inventoried. The following are specific commodity criteria which may be included in a scheduled inventory by location:

- a. Hazardous Material
- b. Q COSAL Material
- c. Security Code
- d. Local Management Code
- e. COSAL Type Code
- f. Specific Cognizance Symbol
- g. Shelf Life Code
- h. Allowance Type Code
- i. Items Processed Since DDMMYY
- j. Items Last Inventoried Prior to DDMMYY
- k. Selected Item Management (SIM)

3. SCHEDULED INVENTORY PROCEDURES.

a. The inventory scheduling program runs in background mode inhibiting access to other inventory functions until processing is complete. A flag may be set to generate recount records (second count) of any first count inventories that did not match the applicable SRF record. This is strongly recommended. During the scheduling process, the user will receive mail that repeats the location inventory parameters selected and recaps the number of SRF records read, IHF records written, and exceptions (requested records not found, etc.). All SRF records selected for inventory are flagged to prevent specific transactions from processing that could affect the validity of the inventory. However, in order to minimize the opportunity for error, the inventory process (from scheduling thru posting) should be conducted swiftly using more senior and experienced supply personnel.

b. When posting records queued by location parameter selection, a quantity mismatch will automatically cancel the location inventory record and schedule a new inventory by NIIN, ensuring that all locations for that NIIN are considered in the total on hand count. After this count, the inventory will be posted to the SRF record. If applicable, entries will be made to the Losses and Gains By Inventory Reports as well as to the Transaction Ledger. All such records must be researched carefully to ensure that there were no receipts or issues awaiting posting when the inventory was conducted.

4. SCHEDULED INVENTORY LISTINGS. The following listings are available to aid in the physical inventory process (see samples Appendix 25):

- a. Storeroom Listing - Inventory Sheet by Location (Report 149) or by NIIN/Part Number (Report 150)
- b. Supervisor Listing - Inventory Sheet by Location (Report 147) or by NIIN/Part Number (Report 148)
- c. Scheduled Inventory Exceptions (Report 142)
- d. Scheduled Inventory Supervisor Report by Location (Report 143) or by NIIN/Part Number (Report 145)
- e. Scheduled Inventory Storeroom Listing by Location (Report 144) or by NIIN/Part Number (Report 146)
- f. Scheduled NIIN Inventory Location Quantity Supervisor Listing (Report 157)
- g. Second Count Supervisor Listing by Location (Report 172) or by NIIN/Part Number (Report 170)
- h. Second Count Storeroom Listing by Location (Report 173) or by NIIN/Part Number (Report 171)
- i. Inventory Sheets for Locations (Report 182)
- j. Inventory Sheets by Location Pct Selected NIINs (Report 183)

5. SPOT INVENTORY. When an issue is recorded in SFM and the inventory at the time of issue differs from the inventory previously recorded in the Stock Record File (SRF), a record of the transaction is created in the Inventory Holding File (IHF). Spot Inventories are divided into two categories as follows:

a. Category I - Quantity Mismatch. In this category, the program reads the SRF record to verify that the records on hand quantity after the issue matches the inventory count entered by the Storeroom Storekeeper in block 11 of the NAVSUP Form 1250-1 issue document (Non-SIM standard stock only). An inventory quantity mismatch will automatically queue the SRF record for spot inventory after posting the issue.

b. Category II - Insufficient Quantity. In this category, the total quantity physically issued as per NAVSUP Form 1250-1 exceeds the SRF record on hand balance. The issue record cannot be posted and the requirement remains outstanding. The user has the option to queue the SRF record for spot inventory and to research the inventory difference before returning to issue recording to post the issue.

6. SPOT INVENTORY LISTINGS. Spot inventory listings can be printed any time there are records in the IHF waiting to be processed. The following listings are available (see samples Appendix 25):

a. Supervisor Listing, Category 1 (Report 153) or Category 2 (Report 155). These listings show stock records requiring spot inventory and the SRF inventory quantity as it is currently recorded. They should be retained by the supervisor and compared to the storeroom listing when it is returned by the spot inventory teams.

b. Storeroom Listing, Category 1 (Report 154) or Category 2 (Report 156). These listings are used by the spot inventory teams to conduct the inventory. They do not list the SRF inventory quantity.

c. Second Record Counts Only For Spot Inventory, Supervisor Listing (Report 168) or Storeroom Listing (Report 169).

d. Storeroom Listing, Spot Inventory Listing By Location (Report 158).

6310 LOGISTICS APPLICATIONS MARKING AND READING SYMBOLS (LOGMARS)

1. GENERAL. The LOGMARS Inventory module is an integrated program designed for shipboard scheduled/unscheduled physical inventory functions. LOGMARS inventory program utilizes the bar code reader to gather inventory data and uploaded to the SFM subsystem. The LOGMARS inventory program provides the following inventory options:

a. NIIN Inventory Option - This function allows users to inventory all locations on file for selected items of stock.

b. Location Inventory Option - This function allows users to inventory all stock or selected categories of stock within a specified location or range of locations.

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2. **PROCEDURES:** The LOGMARS module provides the user with the capability to record the inventory of various types of material by use of the bar code reader. The user may scan the bin location label and the item's stock number and unit of issue label and then key in the COSAL type and quantity counted. If there is an Unfit for Issue (UFI) quantity for the NSN inventoried, the user can press a designated key and record the quantity. The user may inventory items previously scheduled in location or NIIN format as well as spot inventory records using system generated listings. The user may also randomly inventory items not scheduled. In the latter case, first count mismatches automatically queue the item for a second count. This method is recommended.

3. **UPLOADING OR TRANSFERRING INVENTORY DATA:** Upon completion of either inventory options, the inventory data from the bar code reader will be transferred to the Zenith Z-248 and uploaded to the subsystem. It is important that each step of the transfer process be followed carefully to ensure that the inventory data is transferred accurately. Procedures for the uploading and transfer process may be found in the SNAP II SFM LOGMARS Inventory Module Users Guide.

4. **LOGMARS LISTINGS.** The following listings are available to aid in the processing of LOGMARS inventories (see samples Appendix 25):

- a. LOGMARS Location Report (Report 134).
- b. LOGMARS Inventory Listing - Exception Listing (Report 151) and Posted Listing (Report 152).

Section II: RECORDS AND FILES

6400 STOCK LOCATION LISTING

Stock Location Listings may be produced in NIIN sequence (Report 048) or location sequence (Report 107). These reports (see samples Appendix 25) list all items which have a stock record file and replace the manual NAVSUP Form 1075 locator cards.

6410 CONSTANTS FILES

1. **GENERAL.** The constants files are accessed through the SNAP II SFM subsystem. These files act as the resource center for the SFM logistics functions to validate the cost centers chargeable fund sources, MILSTRIP data tables, benefiting UICs, and statistically collect reportable financial data. Several constants files operate in more than one internal program area because of processing sequences and utilization of common validation data. Also, not all constants file data is 100 percent applicable to all ships.

2. CONTROL. The senior storekeeper, financial storekeeper, and the Supply Officer must be in complete control of the accuracy of these constants files. Incomplete, deleted, or inaccurate tables will result in inaccurate or incomplete output data for requisitions, inventory transactions, issues, and financial system reports. In order to ensure that the information in the constant file is accurate, the Supply Officer should review all files at least quarterly or when the ship's status changes. The constants files will also be reviewed for possible change with each software version of the SFM subsystem.

3. FILES. There are currently 16 constants files of which all but #3 and #7 are operational. The constants files are as follows:

<u>File Number</u>	<u>Description</u>
1	Appropriation Record
2	Demand Processing Parameters
3	"Unspecified"
4	Local Management Codes and Local Management Code Parameters
5	Requisition Defaults
6	Requisition Number Assignments and Serial Number Assignments
7	"Unspecified"
8	Fund Code Repairable Parameters
9	Fund Code and Fund Code Parameters
10	Budget Record
11	Restore Reorder Indicator for Restart
12	Completion Dates Record
13	Ships Status Record
14	Type COSAL File Management
15	Effectiveness Goals
16	Financial Counters Update

6413 COMPLETION DATES - CONSTANTS FILE #12

1. GENERAL. The requisition completion dates record will be set to reflect TYCOM guidance for processing the Requisition History Tape (RHT). Specifics concerning the RHT are described in par. 3754. The issues completion due date listing should be set at 30 days with a 120 day constant set to remove completed requisitions over 120 days. By following these guidelines, the Supply Officer can be sure that data processing workloads will be manageable. Passing completed records to history tapes will free computer memory to accommodate the storage of the most recent supply data, and in turn improve processing.

6414 LOCAL MANAGEMENT CODES - CONSTANTS FILE #4

1. GENERAL. Constants file #4 permits the Supply Officer to establish and regulate critical items of inventory as directed by the TYCOM and other higher authority. The basic codes are established as local management codes (LMCs) through SFM menus. It is particularly important that the Supply Officer print a list of LMCs used to avoid the use of LMC variants whose identity is lost when the person establishing the LMC is transferred. Two LMC code positions are available for use in the SNAP II system. LMC coded items are retrievable through Report 042, stock status listing processing on a regular cycle established by the Supply Officer. The cycle will be similar to those inventory cycles established for a manual system. The following LMCs are recommended as the minimum for effective stock control.

<u>LMC Code</u>	<u>Description</u>
BH	Boat Haven
BM	Bulkhead Mounted Spares
CA	Corrosive Acids
CC	Corrosion Control (LAMPS)
CL	Classified
CN	COSAL Never Out Items
CP	Oxygen Clean
CW	Close In Weapons System (CIWS)
C1	Oxygen/Nitrogen Service Level 1
EW	Electronic Warfare Spares
FL	Flammable Materials
GF	Gunfire Control
HZ	Hazardous Material
L1	Level 1
MA	MAMs Back up Stock (SRI)
NO	Never Out Items
PL	Pilferable
QA	Quality Assurance Material
RA	Radioactive Material
RR	Automatic Reorder Restriction Code (ARRC) Set
SB	Oxygen Clean/Subsafe
SL	Shelf Life
SS	Subsafe
S1	Surface Ships Level 1
T1	Use when designating an AT Code 1 SIM
T5	Use when designating an AT Code 5 SIM

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<u>LMC Code</u>	<u>Description</u>
T7	Use when designating an AT Code 7 SIM
T8	Use when designating an AT Code 8 SIM
T9	Use when designating an AT Code 9 SIM
X1	Nuclear Propulsion Plant Level 1
X2	Nuclear Propulsion Plant Target Material
X3	Nuclear Propulsion Plant Quality Assurance
X4	Nuclear Propulsion Plant Valves
32	SLQ-32
92	MK 92 Fire Control

6424 REQUISITION DEFAULTS - CONSTANTS FILE #5

1. GENERAL. Constants file #5 sets the data necessary for the system to output MILSTRIP requisitions in one of the format options available to the user. As a variable data file, it is necessary to validate data housed in this table each time requisitions are submitted. Any data block left blank on this table will require updating individually when the MILSTRIP data block appears on an SFM requisition screen. The following data is provided to assist in the preparation of this file:

<u>Data</u>	<u>Entry Required</u>
Overseas Indicator	If the user is currently overseas, answer "Y" otherwise the answer is "N". This presets the Document Identifier
Media & Status Code	As directed by TYCOM
Unit of Issue	Leave this blank. Any specific unit of issue entered in this area will cause all requisitions to carry that unit of issue, regardless of the actually assigned unit of issue in FEDLOG
Demand Code	"R" for Recurring, "N" for Non Recurring
Signal Code	A = Ship to/Bill to Requisitioner B = Ship to requisitioner/Bill to Supplementary address D = Ship to requisitioner - No Billing Required (Free Issue) Normally used for OI Cog material J = Ship to Supplementary Address, Bill to Requisitioner M = Ship to Supplementary Address. No Billing required (Free Issue)
Maintenance Fund Code	"R" (2nd Position)
Consumable Fund Code	"C" (2nd Position)
MVO Fund Code	"C" (2nd Position)

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<u>Data</u>	<u>Entry Required</u>
Distribution Code	As directed by TYCOM (CC-54)
Requisition Number Level	Leave blank - for future use
Routing Identifier	Enter RI of supporting supply activity
DTO Project Code	EK5 = Combat Ships (see Appendix 6). Entry of data here will cause the project code to appear on all requisitions requiring a change to EP5 if the item is consumable.
Stock Project Code	EE5 = Combats Ships (see Appendix 6)
Project Code CASREP	As directed by TYCOM
Force Activity Designator	Change as information relative to ships operating schedule is promulgated by TYCOM.
Maintenance Urgency of Need Designator	"B"
Non Maintenance Urgency of Need Designator	"C"
Required Delivery Date	Fill in as required or appropriate to expedite requisitions or leave blank if not applicable
Advice Code	Mandatory for DLR material. Optional on all other types of material.
Unit Price	Leave blank; this data is obtained elsewhere
Fund Code First Position	As directed by TYCOM
Routing Identifier DLR	Enter RI of supporting activity or leave blank
Routing Identifier AVDLR	Enter RI of supporting activity or leave blank (not applicable to activities using AIMS/LAMPS programs)

6434 DEMAND PROCESSING PARAMETERS - CONSTANTS FILE #2

1. GENERAL. This file provides the using ship with the capability to perform an automated review of demand and frequency accumulated by the ship over a given period of time. The intent is to provide increased inventory and financial efficiency within a given set of operational parameters set by the ship according to TYCOM directives for operation schedules. Stock record high and low limits, monthly demand POS flags, allowance type code, insufficient demand, zero quantity on hand, no dues, and changes to depth of load contingent on day to day processing (RO set between 10% and 90% sensitivity factor) are evaluated through data formulated from entries through the SFM subsystem.

2. DATA PARAMETERS. Data parameters must be adjusted each time demand is computed to provide the correct periodicity for the programmed calculations. The information necessary to establish demand processing constants is provided in the following data and remarks section. In this section, data elements which require review and/or adjustment each time the automated review is performed have an asterisk (*); data elements which are directly related to ships operating schedule have a double asterisk (**).

<u>Data</u>	<u>Example</u>	<u>Construction/Comment</u>
Starting YEAR/MO*	9501	Fill in the beginning year and month for the span of time under review. A 12 to 24 month span is used to capture all accumulated data.
Ending YEAR/MO*	9701	Fill in the ending year and month for the span of time under review. A 12 to 24 month span is used to capture all accumulated data.
O&ST-FILL**	1.0	30 days = 1.0 60 days = 2.0 90 days = 3.0 45 days = 1.5 75 days = 2.5
O&ST NON- FILL	0.0	0 days = 0.0 45 days = 1.5 90 days = 3.0 15 days = 0.5 60 days = 2.0 30 days = 1.0 75 days = 2.5
SIM QUAL- IFICATION PERIOD	06	The data block is 2 positions and right justified, i.e. the 6 months is entered in at the right side of the data field and zero filled in the unused field. If this number is adjusted, it cannot be greater than the period specified in the beginning/ending year and month entry.
SIM QUAL- IFICATION FREQUENCY	2	Two hits are required to establish an item as SIM within the six month qualification period.
SIM RETENTION PERIOD	12	The data is right justified, zero filled, and cannot exceed the time period specified in the time period specified in the beginning/ending year and month.
SIM RETENTION FREQUENCY	1	This is the number of hits that the item must experience in the next 6 month period after the initial qualification period.
ECONOMIC DOLLAR RETENTION	000	Enter 3 zeros in the field (data is not currently on-line).
RECOMPU- TATION TEST FACTOR	This is a TYCOM directed figure.	This data represents the variance in Average Monthly Demand (AMD) comprised of the Reorder Objective (RO) and the Reorder Point (RP) which qualify a stock item for review by the automated system during demand processing. The data field is two positions with the number to the right of the decimal representing the percentage of change that the system will measure before

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<u>Data</u>	<u>Example</u>	<u>Construction/Comment</u>										
		reacting to computed demand. The following table is provided to delineate the possible sensitivity levels: 1.0 100% sensitive to any change. 1.1 sensitive to greater than 10% change. 1.2 sensitive to greater than 20% change. 1.3 sensitive to greater than 30% change. 1.4 sensitive to greater than 40% change. 1.5 sensitive to greater than 50% change. 1.6 sensitive to greater than 60% change. 1.7 sensitive to greater than 70% change. 1.8 sensitive to greater than 80% change. 1.9 sensitive to greater than 90% change.										
SAFETY LEVEL FACTOR		Enter the data from the schedule provided after consulting the appropriate fleet directive to determine ships prescribed operational status. The safety level factor is established in conjunction with the endurance level prescribed since this controls the safety level and low limit functions of demand processing: <table><tr><th><u>Endurance</u></th><th><u>Safety Level Factor</u></th></tr><tr><td>30 days</td><td>0.5</td></tr><tr><td>45 days</td><td>1.0</td></tr><tr><td>60 days</td><td>1.5</td></tr><tr><td>75 days</td><td>2.0</td></tr></table>	<u>Endurance</u>	<u>Safety Level Factor</u>	30 days	0.5	45 days	1.0	60 days	1.5	75 days	2.0
<u>Endurance</u>	<u>Safety Level Factor</u>											
30 days	0.5											
45 days	1.0											
60 days	1.5											
75 days	2.0											
ENDURANCE LEVEL**		Enter the endurance level factor from the table provided after consulting fleet directives to determine prescribed operational endurance level for the ship's current operational status levels. This level is used to compute the quantity of material normally required on hand to sustain operations for a prescribed period. <table><tr><th><u>Endurance</u></th><th><u>Endurance Level Factor</u></th></tr><tr><td>30 days</td><td>1.0</td></tr><tr><td>45 days</td><td>1.5</td></tr><tr><td>60 days</td><td>2.0</td></tr><tr><td>75 days</td><td>2.5</td></tr></table>	<u>Endurance</u>	<u>Endurance Level Factor</u>	30 days	1.0	45 days	1.5	60 days	2.0	75 days	2.5
<u>Endurance</u>	<u>Endurance Level Factor</u>											
30 days	1.0											
45 days	1.5											
60 days	2.0											
75 days	2.5											
RANGE DEMAND EXCLUDED**	9608 9611	Data entry is provided to allow the ability to exclude certain periods from automated demand processing. Normally excluded periods are shipyard are shipyard ILO, SRA, or other periods when ships repair parts are used to effect repairs outside own ship's planned maintenance. Including such data would skew the result and cause excessive use of OPTAR funds. This data may be left off if no qualifying periods exist.										

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<u>Data</u>	<u>Example</u>	<u>Construction/Comment</u>
RECORDS INCLUDE		Consumables Entry: "Y" or "N", Repair Parts (NSA) Entry: "Y" or "N". This entry is at the discretion of the Supply Officer. Each time the system processes a request, the NIIN data is captured for the ship and kept available on the "Demand Data Screen" for each stock record card item or as a transaction record for NC material. It is possible to process both SIM and SIM/DTO consumables during any demand processing by answering Yes to both categories.

6440 SERIAL NUMBER ASSIGNMENT - CONSTANTS FILE #6

1. GENERAL. The computer will generate requisition serial number assignments on the basis of data established in the following material categories. Requisition Serial Number assignment will be directed by TYCOM.

Material Categories

Consumables & Other OPTAR
 COSAL Maintenance (NAVSEA Funded)
 LAMPS - Chargeable to Ship's OPTAR
 EMMR
 DLR Repairables
 OI Cog (No Cost) Publications
 CASREPs
 Non-Mission Capable Supply (NMCS)

6441 FUND CODE AND FUND CODE PARAMETERS - CONSTANTS FILE #9

The fund code and fund code parameters work together to complete the SFM subsystem information on fund code processing. This file links the fund code to the specific budget which will be charged for the material ordered. This constants file will accept two position fund codes designated in Appendix 30 or TYCOM directives.

6442 BUDGET RECORD - CONSTANTS FILE #10

This constants file prints maintenance related budgets as entities if the budget for maintenance is split into two categories. The selection parameters are "Y" and "N" for Repairables Budget Flag and Maintenance Budget Flag.

6443 EFFECTIVENESS GOALS - CONSTANTS FILE #15

Effectiveness parameters entered into this constants file allows the system to accumulate and calculate supply effectiveness. Parameters entered into the SFM subsystem are modifiable as goals are changed. The changes are of the counter type which means that goal changes cause recomputation of all data including prior data held in the counters. All data blocks for the effectiveness goals must be filled in if the program is to function. Effectiveness parameters are set by TYCOM directives.

Section III: INVENTORY CONTROL**6620 ISSUE CONTROL**

1. GENERAL. SFM automates the stock record file (NAVSUP 1114s) discussed in par. 6209 and therefore manual posting of issues is not required. Upon issue from the storeroom, all transactions will be posted to the SFM subsystem. A cumulative listing of issues, Report 064 (see sample Appendix 25), must be requested through SFM prior to RHT processing. This report, prepared monthly in request number or NIIN sequence should be retained and used by the Supply Officer to monitor storeroom issues during the current fiscal year.

2. NON-SIM ISSUES. When processing issues for Non-SIM items, the tech edit listing, SFM Report 097, NIIN sequence, and SFM Report 045, request number sequence, should be reviewed to ensure the accuracy of data. The data on Report 097, tech edit listing in NIIN sequence, is compared with the most recent FEDLOG logistics management data. The correct tech edit information should be written on Report 045. Any discrepancy in FEDLOG data must be corrected in the stock record file. This will ensure all reorder reviews produced will contain accurate data. SIM (AT4) and DLR records should be validated quarterly or upon receipt of a new FEDLOG.

6650 LEVEL SETTING

1. GENERAL. The global level setting program within SFM automatically brings qualifying items into SIM and will adjust high/low limits for current SIM items and reverts no longer qualifying SIM items to NON-SIM. Global level setting is documented by the following record transactions:

- a. New high limit and low limit set into qualifying stock records.
- b. AT 1: NSN qualifying for SIM will have the SIM Item Indicator set to "Y".
- c. AT 4: Material which no longer qualifies as SIM will be reset to AT 6.
- d. AT 5, 6, 8, : NSN qualifying for SIM will have the SIM Item Indicator set to "Y" and the AT Code reset to AT Code 4.
- e. AT 8: Records with no dues will be deleted after 24 months from the last demand period.
- f. AT 9: No on hand quantity will cause these records to be deleted.

2. REVIEW. A global level exception listing, Report 131 (see Appendix 25), will be output from global level setting indicating the number of records affected by this program. The Transaction Ledger (Report 095) and the Stock Status Listing (Report 042) with demand processing (changes only) set to "Y" should be reviewed after global level setting:

3. RECOMPUTATION TEST FACTOR. This constant, which can be pre-set before executing global level setting, represents the variance in average monthly demand (AMD) which qualifies a stock item for review by the automated system during demand processing. This factor must be set in accordance with TYCOM directives.

6665 ITEM IDENTIFICATION FOR INITIATING REQUISITIONS

1. GENERAL. When initiating requisitions on SFM ships, with unknown NSN or part numbers, the correct data will be entered into the MDS subsystem instead of onto NAVSUP Form 1250-1. Correct data can be found in FEDLOG, the COSAL, and other sources. Part numbers not listed on the APL should be reported on a Fleet COSAL Feedback Report (FCFBR).

2. NON-STANDARD REQUIREMENTS. All non standard requirements must be submitted on a DD Form 1348-6, a NAVSUP 1250-2 or a SFM created plain language message (PLM) to the supporting ashore supply point. A money value only (MVO) 1250-1 must be entered into the SFM subsystem for OPTAR accounting purposes.

3. REPAIR PARTS. Repair parts requirements are initiated by maintenance personnel through the maintenance data subsystem (MDS). MDS requires the assignment of a job control number (JCN) to properly document the ships Consolidated Ships Maintenance Project (CSMP). Repair parts on order for jobs no longer on the CSMP must be validated by the work center or canceled.

6670 RECEIPT CONTROL

Processing receipts into the SFM computer affects the accuracy of the data base and can affect the entire supply operation. Improper posting of receipts will adversely affect inventory validity, cause wasted time correcting errors, and result in over spending of OPTAR funds. Receipts should be batch filed by the date processed (also see par. 4705). When receiving stores on the pier, storekeepers must pay close attention to receipt documents, looking for stock number changes, unit of issue changes, partial shipments, and other differences from the original requisition document. The leading storekeeper will establish a manual frustrated receipt file to accumulate those unusual transactions which require special management attention when posting. Organizing receipt documents as described in the following paragraph will significantly reduce storeroom inventory losses attributable to improper posting.

6685 PROCESSING STOCK RECEIPTS

1. GENERAL. Cognizant supply personnel should verify each receipt document for completeness, i.e., receipt signature, receipt date, quantity circled to indicate quantity accepted, card column 44 (suffix code) checked, and storage location or ordering department clearly marked. Once receipts are posted, they must be batched together by the types described in the following subparagraphs and filed under the date of processing.

2. EXACT QUANTITY AND EXACT NSN RECEIVED AS ORDERED. Exact quantity and exact NSN receipt documents which match the original requisition document should be batched together and processed directly into the SFM subsystem.

3. EXACT QUANTITY AND SUBSTITUTE NSN RECEIVED. Exact quantity and substitute NSN receipt documents must be batched together to be processed. As the requisition is completed, cross reference records will automatically be built for valid substitutes. Frustrated receipt documents containing substitute/interchangeable or alternate stock numbers require additional processing time to ensure proper cross reference data is applied to all supply records.

4. PARTIAL QUANTITY AND EXACT NSN RECEIVED. Partial receipts for stock are a type of frustrated receipt. A partial receipt requires the preparation of a suffix coded requisition record equal to the remaining outstanding quantity due. The partial receipt will be identified by the suffix code (i.e., R52192-7031-2055E) while the original requisition remains identifiable for all further status or receipt in the original document submission format (i.e., R52192-7031-2055). The partial quantity is processed through the following SFM sequence consisting of two steps:

- a. Step 1: Create the suffix coded receipt record and update the original requisition.
- b. Step 2: Post the partial receipt document to the newly created requisition record.

5. PARTIAL QUANTITY WITH SUBSTITUTE NSN RECEIVED. Frustrated receipts, partial quantity situations, are further complicated by the receipt of a substitute NSN. Failure to effectively post these receipt types can affect stock record files significantly, particularly in the area of storeroom validity, demand processing, and financial expenditures. This receipt type is accomplished in two steps:

- a. STEP 1: Create the partial receipt record and update the original outstanding requisition document.
- b. STEP 2: Post the partial receipt document to the ship's stock records.

6695 PROCESSING RECEIPTS NOT FROM DUE

1. GENERAL. A receipt with no existing requisition in the requisition file (RQF) may exist as a result of incomplete data base building. A requisition document, outstanding in the supply system, is neither entered into the computer system nor detected during later processing. For whatever reason, the material arrives and the receipt must be processed. The receipt document is entered into the SFM subsystem using the receipt not from due processing option available through SFM. This instance should be the only situation when the option is used.

2. PARTIAL RECEIPTS. The receipt not from due is frequently abused when used to process suffix coded receipts which error on "this requisition is already complete." This message indicates that a partial has been previously processed in error as a final receipt. The error becomes compounded when the receipt not from due method is used to force the next partial receipt quantity into the ship's records. Proper procedure requires reversal of the first erroneous receipt entry and processing of all partial receipts as indicated in par. 6685-4.

6705 RECEIPT REVERSAL PROCEDURES

Receipt reversal may be required at times to correct erroneous data entry. Receipt reversal backs out any financial processing that has occurred and returns the requisition to an outstanding status.

6710 STOCK NUMBER CHANGE

1. GENERAL. The SFM stock record card action option allows the user to change the NIIN or part number for a stock item to reflect a replacement number. To accomplish this change, the user must perform three basic steps.

a. Step 1: Enter the replacement number in the "new stock number" block appearing on the stock record card. If the item is a part number, the new part number is in the "new part number" block on the stock record card.

b. Step 2: Create a cross reference between the old stock number and the new stock number. This cross reference is comprised of the new stock number stock record action card, a tech file update entry on the cross reference record update, and the creation of an old stock number stock record action card. When using the SN/PN change capability of the SFM subsystem, the system replaces the new stock number on the stock record card of the old stock number. The old stock number disappears until the user makes a stock record card for the old stock number and identifies it as an AT code 9. NICN numbers cause a certain amount of confusion in this regard. NICN cross references must be built by creating stock record cards for the NICN and the NIIN. The NIIN becomes the AT1 item and the NICN becomes the AT9 item. Both stock record cards are retained because it is possible to receive material under the NICN number or the NIIN at any point in time. This stock record card method will preclude carrying the same item under two different numbers, both as AT1. During reorder review such conditions would lead to a reorder of both items since the AT1 directs the material to be on hand.

6720 UNIT OF ISSUE CHANGE

1. GENERAL. Unit of issue changes must be processed due to a change received during status update, receipt posting, or stock update functions. Status update and stock update require approaching the unit of issue change through the SFM inventory functions, while receipt processing unit of issue changes is accomplished through the SFM requisition action functions. If processing receipts, the SFM subsystem identifies the difference between the ordered unit of issue and the received unit of issue. If processing status cards, the unit of issue change is discovered by reviewing the status exception listing, Report 076.

2. PROCESSING. Unit of issue conversion is an interactive process. Two different processing situations may occur and options are exercised with each process by the user.

a. Option 1 occurs when pre loaded conversion data is extracted from the SFM validation files. Processing is semi automatic and all screens are protected from user change.

b. Option 2 occurs when the user must provide all conversion data because that information is not resident in the SFM program. The user must calculate the conversion factor and process the unit of issue change through additional steps requiring data entry.

3. CONVERSION. Conversion factors are listed in Appendix 19. If the conversion factor is unlisted, it must be computed. The formula for computing the conversion factor is on hand quantity (old unit of issue) divided by numeric value of new unit of issue.

Example: 96 each on hand

$96/12 = 8$

New U/I is dozen (12)

Conversion factor is 8

4. REMAINDERS. It is possible to have units of issue which leave remainders. The SFM stock record card will show even quantities in the locations because the conversion considers the unit of issue only, no quantity relationships to unit of issue. Broken units of issue, resulting from conversion may be removed and delivered to the user department for use.

6730 MAINTENANCE ASSISTANCE MODULES (MAMS)

1. GENERAL. Maintenance assistance modules (MAMs) are defined as test modules required to execute an approved maintenance plan that calls for the identification of a fault through a progressive sequence of module substitution. MAMs are the joint responsibility of the Supply Officer and the cognizant department head who maintains custody of the items.

2. MAMS COSAL. MAMs appear in the COSAL SNSL Part III CF and are identified with note code "N" (MAM item) in the APL. Ships with a SFM MAMs COSAL should restrict access to the COSAL to those departments which actually have MAMs. Restricting use access will preclude consumable material ordering against the MAMs COSAL and the development of erroneous demand data by departmental supply petty officers who are unfamiliar with MAMs concepts. It is the Supply Officer's responsibility to ensure all supply petty officers are trained on the requirements of par. 6172.

Section IV: INVENTORY MANAGEMENT REPORTS**6750 STOCK STATUS LISTING**

1. COMPLETE LISTING. The Stock Status Listing (Report 042, see sample Appendix 25) lists all items in the stock record file (SRF) by category. The complete listing will be printed quarterly and will be used as back-up if the system breaks down. This report should be reviewed for any records missing cognizance (COG), unit of issue (UI), unit price, storage code, etc.
2. SUPPLEMENTAL LISTING. The supplemental only listing contains stock records which were updated since the last complete SRF listing. The following are examples of supplemental listings which can be produced:
 - a. The selected item management (SIM) status report should be carefully reviewed and all SIM items ordered.
 - b. Local Management Code listing. This can be used to review categories of material requiring special management such as:
 - (1) Type I shelf life. These items should be inspected often to determine expiration.
 - (2) Hazardous items. These items should be inspected often to see that they are properly stored and handled.
 - c. AT6 excess material. This should be reviewed for stock records which can be deleted (zero on hand and zero due in) and for excess material that can be offloaded.
 - d. Multiple location listing which can be used to identify material stored in more than one location for consolidation.

6751 AUTOMATED STOCK REPORT

1. GENERAL. The Automated Stock Report (Report 091), is produced each time an ASI tape containing stock record (SRF) or NIIN cross reference file (XRF) transactions is processed. The Automated Stock Report is divided into 4 sections as follows (see sample Appendix 25):
 - a. Part I - SRF File (E1) Transaction Error Report. Lists errors which occurred while processing stock record or allowance data. These transactions must be individually processed on-line based on the error message displayed on the report.
 - b. Part II - SRF File (E1) Transactions Successfully Processed Report. Lists transactions which were successfully processed during stock record or allowance data updates. Any shortages that resulted will automatically create requirements which must be reviewed.
 - a. Part III - XRF File (G1) Transaction Error Report. Lists errors which occurred while processing stock number changes (old NIIN to new NIIN). These transactions must be individually processed on-line based on the error message displayed on the report.
 - b. Part IV - XRF File (G1) Transactions Successfully Processed Report. Lists transactions which were successfully processed during stock number changes (old NIIN to new NIIN). Any shortages that resulted will automatically create requirements which must be reviewed.

6752 LOSS BY INVENTORY (LBI)

The LBI Report (Report 068, see sample Appendix 25) shows all inventory losses during the month. All LBIs must be investigated to determine their cause. Results of investigations should be made directly on or attached to the LBI report. Research should include at least a file search to make sure all issues have been posted. If an item was previously gained by error then a LBI should be made to correct it. The LBI report must be run prior to Requisition History Tape processing and must be reviewed, signed and dated by the Supply Officer.

6753 GAIN BY INVENTORY (GBI)

The GBI Report (Report 067, see sample Appendix 25) shows all inventory gains during the month. All GBIs must be investigated to identify why they occurred. Results of investigations should be made directly on or attached to the GBI report. GBIs must also be validated against Report 073, Outstanding Requisition Listing in NIIN sequence to ensure material was not received without proper posting of receipt documents. This investigation may also identify the completion of possible requisitions which have overaged shipping status. Trend analysis of GBIs will be useful in analyzing receipt processing effectiveness. The GBI Report must be run before Requisition History Tape (RHT) processing.

6754 STOCK RECORD FILE VALIDATION

The Stock Record File Validation program analyzes selected data elements in the stock records and reports those records containing invalid or missing data. The SRF Validation Exceptions Listing (Report 141, see sample Appendix 25) should be used as a research tool, with corrected data obtained from FEDLOG for subsequent on-line stock record update.

6755 EFFECTIVENESS REPORT

The Monthly Effectiveness Report (Report 132, see sample Appendix 25) provides an overview of the supply departments efficiency in fulfilling material requests. The Report shows the total demands received for the month and a break down (with percentages) of the demands issued, NIS and NC. Problems with inventory management, configuration, and tech edit procedures can be found by analyzing this report.

6756 INVENTORY TRANSACTION LEDGER

The Inventory Transaction Ledger (Report 095, see sample Appendix 25) summarizes transactions that affect inventory records. It provides a record of all transactions of shipboard stock items of a period as well as each transaction requirement number and financial impact. Since running the live transaction ledger clears all records in the Transaction Ledger File (TLF), a trial transaction ledger should first be run. A live transaction ledger should be produced on the fifteenth and last day of the month to coincide with the generation of financial transmittals, and before and after an Automated Shore Interface tape update. This report is an accountable document and should be used to audit inventory transactions.

6757 COSAL PERCENTAGE REPORT

The COSAL Percentage Report (Report 161, see sample Appendix 25) computes percentages by APL, calculated upon user parameters. The user can select APLs or specify between 1 and 50 APLs and choose to calculate by allowance, high limit, or low limit quantities. Substitutes may be included. This report can be used to access overall readiness by selecting APLs for a system.

6758 COSAL DEFICIENCY REPORTS

1. GENERAL. When processing a monthly Automated Shore Interface (ASI) tape or performing interactive COSAL changes the following reports are produced (see samples Appendix 25):

- a. COSAL Deficiency Requisition Listing (Report 104) - lists deficiency requisitions that result from COSAL processing and is used to submit COSAL deficiency requisitions;
- b. COSAL Deficiency Requisition Letter (Report 105) - a letter which is used to request funding for NAVSEA requisitions resulting from COSAL deficiencies;
- c. Selected COSAL Deficiency Listing (Report 130) - lists all high dollar value COSAL deficiencies grouped by NIIN and then by requisition number. These selected requisitions represent those NAVSEA funded COSAL deficiencies that will be screened by NAVSEALOGSUPENGACT, Mechanicsburg, PA prior to funding due to their high dollar value.

6759 APL ANALYSIS REPORT

The APL Analysis Report (Report 160, see sample Appendix 25) provides stock status for each NSN in the record file (AT1, 4, 5, or 9) under a specific AEL/APL. This report is a valuable tool for selecting specific equipment in order to requisition deficiencies up to high limits for deployments, system certifications and audits.

6760 STOCK RECORD/STOCK DUE RECONCILIATION REPORT

The Stock Record/Stock Due Reconciliation program insures that the stock due quantities in the stock records accurately reflect the outstanding quantities recorded in the Requirements File (RQF). The Stock Record/Stock Due Reconciliation Report (Report 100, see sample Appendix 25) shows action which needs to be taken to correct any discrepancies found .

Part D: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM - REAL TIME PROCEDURES

Section I: PHYSICAL INVENTORY

6800 INTRODUCTION

1. GENERAL. SUADPS-RT provides the capability to select the items to be inventoried and to produce inventory aids when a scheduled inventory is to be conducted. Scheduled inventories conducted using SUADPS-RT functions will be accomplished in several phases as follows:

- a. Initiating the inventory through selection of items, production of inventory aids, and establishing the SUADPS-RT inventory file records;
- b. Physically counting and recording the quantity (see par. 6067);
- c. Updating the SUADPS-RT inventory file, computing inventory adjustments, and updating of BMF records;
- d. Conducting preliminary and causative research investigations (see pars. 5125-5127);
- e. Preparing surveys (see par 5128);
- f. Recording survey expenditure.

6801 INITIATING THE INVENTORY

1. GENERAL. The initial step in the scheduled inventory process is to request an inventory by completing the Inventory Scheduling/Aids (DI 084) Data Screen (see SUADPS-RT Support Procedures, Volume I, Chapter 2). This SUADPS-RT function will select the items specified by the user for inventory, establish inventory file records, produce inventory aids, and flag the BMF records for items included in the inventory. To request an inventory of Q COSAL material, the user must be Q COSAL-authorized in the User Identification File. The following options are available when requesting a scheduled inventory:

- a. ILO Option. Used only to schedule a complete wall-to-wall inventory during an integrated logistics overhaul (see par. 2304 for ILO inventory requirements).
- b. Inventory Control Date. This option allows the inventory to be restricted to only those items that have not been inventoried since a specified date.
- c. Storeroom Selection. This option allows the inventory of material within a specific storeroom.
- d. Inventory Aids Option. This option determines the sequence of the output inventory listing (NIIN or location) and type of inventory records that will be produced (count, recount, or ILO).

e. General Selector. The general selector allows the inventory to be restricted to any category of material that can be identified by one or more data elements in the BMF or associated files.

2. INVENTORY OUTPUT. Output from the Inventory Scheduling/Aids Function will consist of a Scheduled Inventory Listing (see sample Appendix 15) in NIIN or location sequence and inventory count or recount cards (one card for each location will be produced). When the ILO inventory option is selected, a magnetic tape will be produced in place of cards. The tape must be delivered to the ILO site where inventory records will be produced in accordance with local requirements. Except for ILO inventories, the inventory count cards and a copy of the Scheduled Inventory Listing will be forwarded to the person who will be supervising the inventory effort. A copy of the Scheduled Inventory Listing will be retained in stock control for the purpose of monitoring and controlling the return of inventory count records.

3. FILES UPDATED. The Inventory Scheduling/Aids Function will update the following SUADPS-RT system files:

a. Basic Material Files. The BMF inventory code is set to C for a scheduled inventory or D if the ILO Inventory Option was selected. When the ILO option is selected, all location data for the included items will be cleared. Receipt and expenditure transactions will not process while the inventory code is set.

b. Inventory File. A record for each item selected for inventory will be established and used to record the actual physical count of the material by location.

6802 UPDATING RECORDS AND FILES

1. RECORDING INVENTORY RESULTS. The results of the physical inventory will be recorded using the SUADPS-RT Process Scheduled Inventory Function (see SUADPS-RT Support Procedures, Volume I, Chapter 2). Inventory counts should be received from the stores or material sections daily and recorded as received to prevent loss of documents. When the inventory for a particular item has been completed, SUADPS-RT will compare the total inventory count to the BMF on hand and, if necessary, an inventory adjustment record will be created and processed. After recording, inventory count records should be filed in the Stock Control History File in NIIN sequence and retained until the next inventory of the item is conducted.

2. INVENTORY ADJUSTMENTS. If the inventory results in a loss and the item is a Depot Level Repairable, a survey record will be established in the Suspense File. The cause of the adjustment must be researched and a survey record completed in accordance with pars 5125-5128. Inventory adjustments generated as a result of the completed inventory will be displayed to the user at the terminal. All adjustments over \$500 per line item will be subjected to preliminary research (see par. 5125) to determine the correct material/record balance. Adjustments exceeding the causative research threshold value (see par. 5126) will be entered in a causative research log for action in accordance with par. 5127. All inventory adjustments will appear on the Inventory Adjustments Report described in par. 6859. Inventory adjustments may not be taken for the following file maintenance actions without performing a spot inventory:

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- a. Requisition File and Requisition History File maintenance;
- b. Unmatched Listings for Captions C&H and A&G;
- c. Suspended and Error Listing processing.

3. **ADJUSTMENT REVERSAL.** In the case where causative research reveals that an inventory discrepancy was caused by a previous adjustment, the previous adjustment will be reversed using the SUADPS-RT Gain/Loss Reversal Adjustment Function (see SUADPS-RT Support Procedures, Volume I, Chapter 2). Adjustment reversals may only be processed against an adjustment within the allowable look-back period. Reversals should be based on research which documents that a previous adjustment was erroneous. Offsetting gains and losses found posted in a previous fiscal year may not be reversed without evidence of a corresponding inventory transaction in the current year. A reversal will be processed against the original transaction (where the original adjustment cannot be identified, a reversal will not be permitted).

4. **SUPPORTING DOCUMENTATION.** Appropriate supporting documentation will be developed and maintained for three years for all adjustment reversals greater than \$100 and in all cases where causative research is required. This documentation checklist will be signed by the person responsible for performing the research; it will demonstrate a clear and reasonable cause and effect relationship in justification of a specific inventory adjustment or reversal. Supporting documentation will vary by circumstance but will consist of copies of the following documents (as applicable):

- a. For adjustments or reversals requiring preliminary research, a check list of actions taken during preliminary research (e.g., search of adjacent locations, research of unposted or erroneous transactions, verification of catalog data);
- b. For adjustments on reversals requiring causative research;
 - (1) A checklist of actions taken during preliminary research;
 - (2) Receipt, issue, or transfer documents relating to the imbalance under investigation;
 - (3) Cumulative Transaction Ledger (CTL), master stock record probes;
 - (4) Survey documents;
 - (5) Unmatched listings (i.e., C&H, OSO, A&G);
 - (6) Repair Parts Petty Officer (RPPO) or Aviation Intermediate Maintenance Department (AIMD) logs;
 - (7) Mandatory turn-in repairable (MTR) or carcass tracking documents (for aviation units include BCM Log);
 - (8) Detail list of depot level repairables (SUADPS-RT DLR Print Function);
 - (9) Other supporting documentation.

6803 SPOT INVENTORIES

1. GENERAL. SUADPS-RT will produce two reports on a daily basis which will alert supply managers to the need for spot inventory action as follows:

a. Suspense Report. The Suspense Report (see par. 6866) will contain issue or other expenditure transactions that could not be processed because the BMF on-hand was less than the expenditure quantity.

b. Spot Inventory Aids Report. The Spot Inventory Aids Report (see par. 6867-1b) will list NIINs for which a partial or complete NIS MRI or MRE transaction was processed or for which the transaction was suspended for insufficient quantity.

2. PROCEDURES. Stock control or other designated work centers will prepare spot inventory requests and forward them to the appropriate storage work center supervisor on a daily basis. The spot inventory will be completed within 24 hours using the count procedure described in par. 6067. The spot inventory records will be returned to stock control for updating of the BMF records. Spot inventory results will be recorded using the SUADPS-RT Spot Inventory Function described in the SUADPS-RT Support Procedures, Volume I, Chapter 2. Prior to recording the inventory, pending transactions must be collected and processed if they occurred prior to the inventory count. Inventory adjustments will be generated for spot inventories and each adjustment will be reviewed and action taken as required by par. 6802.

6804 PREDETERMINED INVENTORY GAINS AND LOSSES

1. GENERAL. When the gain or loss of material is discovered during the course of routine supply operations (i.e., an inventory is not being conducted), the BMF will be adjusted using the On-hand Quantity Adjustment Function (see SUADPS-RT Support Procedures, Volume I, Chapter 2). This function requires that the adjustment quantity be predetermined and validated in accordance with par. 6802 prior to entering the transaction to SUADPS-RT. Predetermined inventory adjustments may be required for the following reasons (as well as others):

- a. Damaged material discovered in stock,
- b. Expired shelf-life material discovered in stock,
- c. Material shortages or overages not recorded at time of receipt,
- d. Material discovered in storage areas not previously recorded in the BMF.

6805 LOCATION AUDITS

1. DESCRIPTION. SUADPS-RT provides a location validation/audit function (DI 051) that will assist supply managers in accomplishing location validations. This function, in addition to selecting records for validation, may be used to identify material on hand with no location and records having excessive locations. For USID C & M activities, it will identify MSP/MSM items stowed in locations other than those designated for MSP/MSM items.

2. PROCEDURES. 100% of all storage areas will be audited on an annual basis with a 98% accuracy rate maintained for location records. Instructions for requesting and completing the data entry screen are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 2. The following options are available:

a. Location Validation. The Location Validation Report (see sample Appendix 15) consists of a listing of all BMF records with an on-hand quantity and no location, a listing of BMF records with excessive locations established, and USID C & M activities may also receive a listing of MSP/MSM items with locations established that are other than those designated as MSP/MSM storage areas.

b. Storeroom Audit. The Storeroom Audit option provides the capability to select up to 999 storage locations for validation and up to 999 BMF records for quantity validation. Records with multiple locations or zero on-hand quantity will not be selected by the Storeroom Audit Program. The Storeroom Audit Report (see sample Appendix 15) consists of a Quantity Validation Listing (Part 1 in location sequence, Part 2 in NIIN sequence) which contains stock numbers to be counted or verified for location validity, and a Location Audit Listing which contains stock numbers for location validation.

3. REVIEW AND ACTION. Processing of the listings produced by the Location Validation/Audit Function will be accomplished as follows:

a. Material On-Hand With No Location. Every effort will be made using the Material Transaction Ledger File, Query Function, Stock Control History File, and other retained documents or listings to determine the location of the material. If a location is determined and verified, it will be added to the BMF record using either the update storeroom data or change BMF record functions. Material for which a location cannot be determined will be lost by inventory or surveyed and reordered if necessary to fill any allowance deficiency.

b. Excessive Locations. The listing will be used to consolidate material into as few locations in the same storeroom as possible. Existing locations which do not contain the item will be deleted. Location changes will be recorded using the Update Storeroom Data or Change BMF Record functions.

c. MSP/MSM Material with Erroneous Locations. MSP/MSM material in non-MSP/non-MSM locations will be consolidated into an existing location or a new location in the designated area will be selected. The movement of material must be recorded in the BMF using either the Update Storeroom Data or the Change BMF Record functions.

d. Quantity Validation. The Quantity Validation Listing can be used to verify both the quantity and location of an item. When it is used to verify location data only, the applicable location will be checked for the NSN shown. If no material is found, the entry will be annotated as an error and the item scheduled for spot inventory and research. When material is found, the record on the listing will be checked as being valid. When the listing is being used to verify both quantity and location, the quantity of material must be counted and recorded on Part 1 of the listing. The data will then be transferred to Part 2 of the listing and compared to the BMF on-hand using the BMF Query Function. Differences will be annotated on the listing and scheduled for spot inventory action.

e. Location Audit. The Location Audit Listing will be used to verify location data recorded in the BMF. It will be processed in the same manner as a quantity validation listing used to audit locations only. Instructions for conducting the audit and recording the quantity or location validations (or both) are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 2.

4. LOCATION VALIDITY STANDARDS. The location validity rate will be computed upon completion of a location audit for a particular storeroom or storage area. The rate will be computed by auditing 5% of the locations involved and dividing the number of erroneous locations by the total number of locations audited. The result will be multiplied by 100 and the resulting percentage subtracted from 100. As an example, for 850 locations validated with 17 errors, the following applies:

$$17 : 850 = .02$$

$$.02 \times 100 = 2.00\% \text{ Error rate}$$

$$100\% - 2\% = 98\% \text{ Accuracy rate}$$

An accuracy rate of less than 98% for a particular storage area will be considered unsatisfactory and will be reason to conduct additional validations or a random sampling inventory of the area. The Supply Officer may require additional corrective action or training (or both) depending on the severity of the location or inventory accuracy problem. This may require a complete review of current supply practices, the use of SUADPS-RT, and assistance from Type Commander or SPAWARSYSCEN supply management teams.

Section II: RECORDS AND FILES

6810 SYSTEM FILES

1. GENERAL. SUADPS-RT consists of a large number of system files used to store program instructions, supply records, validation data, and transaction information. To ensure validity of the SUADPS-RT files and the accuracy of supply records and reports, the data processing division must implement and follow proper file save and restore procedures. These procedures are contained in the SUADPS-RT Computer Operation Manual. The SUADPS-RT files that are updated by transactions processed through the system can be classified into one of the following groups:

- a. Material files (see par. 6811)
- b. Requisition files (see par. 6812)
- c. Financial and statistical files (see par. 9507)
- d. Transaction files (see par. 6813)
- e. Validation and control files (see par. 6814)

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f. Output files - These files contain data records from which SUADPS-RT reports will be produced and are mainly of interest to ADP operations personnel. Complete descriptions of the files are contained in the SUADPS- RT Computer Operation Manual.

g. History files (see par 6819)

h. Transaction ledger files (see par 6820)

6811 MATERIAL FILES

1. GENERAL. The material files in SUADPS-RT are those that are maintained to manage carried stock items or to record demand data for not-carried (NC) material. The primary material file is the Basic Material File (BMF), all other files provide additional or supporting data for records in the BMF. Individual data elements which make up each record are defined in Appendix 17 of the SUADPS-RT Support Procedures. The following files are maintained as part of the stock record data base:

a. Basic Material File (BMF). The BMF will contain a record for each carried item in storeroom stock and for not-carried material that has experienced usage during the past twelve months. The BMF is maintained in NIIN, NICN, and LICN sequence.

b. Allowance Parts List File (APL). The APL file contains a record for each NSN with a COSAL allowance established in the BMF and the allowance parts lists or allowance equipage lists to which it is applicable. Records are established as a result of COSAL processing and may be updated by the user (see SUADPS-RT Support Procedures, Volume I, Chapter 2).

c. Aviation Demand File (ADF). The ADF file is used to record historical demand and frequency of demand data. Records are established automatically as a result of processing material requirements received from the activity's work centers and supported units. Records may also be established, updated, or deleted by use of the demand recording function (see SUADPS-RT Support Procedures, Volume I, Chapter 3).

d. Aviation Repairable Demand File (ARD) (USIDs C & M only). The ARD is used to record historical demand data for repairable items issued on an exchange basis when the NRFI carcass is repaired by the activity's maintenance department and returned to stock.

e. Deleted/Superseded NIIN File (DSN). The DSN provides a cross-reference file of deleted and superseded stock numbers to current stock numbers. Records are established in the file as a result of change notice actions received from FMSO or other ICPs (see SUADPS-RT Support Procedures, Volume I, Chapter 2).

f. Material Location Files (MLF). The MLF provides the capability to record up to sixteen storage locations in addition to the four locations recorded in the BMF (see SUADPS-RT Support Procedures, Volume I, Chapter 2).

g. NRFI Repair Quantity File (NRQ) (USIDs C & M only). The NRQ is used to monitor the return of repairable items from AIMD. Records are established when exchange-coded issues are processed and the NRFI item is to be repaired locally. Records are updated by the Returned From AIMD Function (see SUADPS-RT Support Procedures, Volume I, Chapter 5).

h. Pack-Up Item File (PUI) (USID C and M only). The PUI will contain a record for each NSN included in a particular contingency support package (CSP). Records are established, updated, and deleted using the Pack-Up Data Function contained in the Inventory Management subsystem (see SUADPS-RT Support Procedures, Volume I, Chapter 5).

i. Part Number File (PNF). The Part Number File provides a cross-reference from manufacturer's part number to NSN or LICN. Records are established in the file as a result of allowance list processing or by the user via the Part Number File function (see SUADPS-RT Support Procedures, Volume I, Chapter 2). A BMF record must exist before records may be established in the Part Number File.

j. Pre-Expended Bin File (PEB). The PEB contains a record for each NSN on the BMF with the PEB indicator set. Items to be included in the PEB program are determined in accordance with par 6171 using the PEB Review Report Function (see SUADPS-RT Support Procedures, Volume I, Chapter 5). The BMF and PEB records for the items selected will be updated in accordance with the SUADPS-RT Support Procedures, Volume I, Chapter 2.

k. Q COSAL File (QCF). Q COSAL records contain data applicable specifically to the Q COSAL allowance quantity (USIDs C, and T). Those individuals authorized in the User Identification (UID) File may review, process against, and update records in the file. Records are established by Q COSAL allowance processing and as necessary by authorized users (see SUADPS-RT Support Procedures, Volume I, Chapter 2).

l. Q COSAL Demand File (QCD). The QCD file is used to record historical demand and frequency of demand data for records in the Q COSAL File (QCF). Records are established automatically as a result of processing issues and DTO requisitions of Q COSAL material. Records may be established, updated, or deleted using the Demand Recording Function (see SUADPS-RT Support Procedures, Volume I, Chapter 3).

m. Repairable Item Code File (RIC) (USIDs C & M only). The RIC file provides repairable item codes for each AVCAL allowance item established in the BMF. Records are established during processing of the AVCAL allowance data tapes received from NAVICP PHIL (see par. 2301). Records also may be updated by users via the APL/RIC file function (see SUADPS-RT Support Procedures, Volume I, Chapter 2).

n. Repairable Material File (RMF). The RMF records contain additional data for records on the BMF with an MCC of D, E, G, H, Q, or X. The data maintained varies by USID code and is explained in the SUADPS-RT Support Procedures, Volume I, Chapter 2.

o. Substitute File (SUB). The SUB file contains records for items on the BMF for which substitute or interchangeable items are available in the supply system. Records are established by the user activity or as a result of change notice or allowance list processing (see SUADPS-RT Support Procedures, Volume I, Chapter 2).

p. Surface Demand File (SDF) (USIDs A, C, and T only). The SDF is used to record historical demand and frequency of demand data. Records are established automatically when material requirements are processed by SUADPS-RT programs. Records may also be established, updated, or deleted using the demand recording function (see SUADPS-RT Support Procedures, Volume I, Chapter 2).

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2. MATERIAL FILE QUERY. Records in the BMF and most of the supporting material files may be reviewed individually through the on-line query functions (see SUADPS-RT Support Procedures, Volume II, Chapter 2). Queries are used to perform stock checks, determine requirements, perform file maintenance, etc.

6812 REQUISITION FILES

1. GENERAL. The requisition files are maintained to record and monitor all requisitions for material or services submitted by or for the SUADPS-RT activity and supported units (USIDs C, M, and T). The major file is the Basic Requisition File (BRF) and is supported by the requisition status file and suffixed document status file to record requisitions.

2. BASIC REQUISITION FILE (BRF). The BRF will contain a record for each requisition submitted into the supply system. Records may be established before (pre-post) or after (post-post) the requisition is actually released to the supplying activity. See par. 3836 for information on viewing and printing BRF records.

3. REQUISITION STATUS FILE. This file contains all status information received or sent concerning the basic requisition record. This contains all MILSTRIP status documents such as AS, AE, AU, etc. This file also contains receipts in process, receipts, and receipt reversals.

4. SUFFIXED DOCUMENT STATUS FILE. This file is used to accumulate status and receipt information for each requisition assigned a suffix code by a supplying activity. If a MILSTRIP receipt document is received with a suffix code in block 44 then input to SUADPS-RT, the receipt record (DI X71) will appear in this file.

6813 TRANSACTION FILES

1. GENERAL. Transaction files are used by the system to hold transaction records for further processing by the user or until a specific system report is requested. The transaction files are as follows:

a. Aviation Maintenance File (USID C and M). Contains records used to record aviation maintenance information (DI X92). Data is held until Report 96, MDS reporting, is requested.

b. Batch Input File - This file contains records to be processed via the batch processing function described in Appendix 20 of the SUADPS-RT Support Procedures.

c. Financial Holding File - Used to hold transactions until monthly financial processing is complete.

d. Inventory File - Contains records selected for physical inventory. A count by location is maintained until the inventory is complete.

e. Issue Pending File - Contains MRI and MRE records pending issue of the material Also used by USIDs C and M to monitor return of NRFI DLR items from AIMD.

- f. Nonreordered-DLR Carcass (USID C and M) - Contains a record for each AVDLR File expenditure for which a stock replenishment was not submitted at the time of carcass turn-in.
- g. Offload File - Contains records for material to be offloaded. OSO transfers (DI X37) are held until material is removed from storeroom location and quantity offloaded is recorded.
- h. Requisition Output File - Used to hold procurement requisitions until the external document and user notification reports are produced by ADP.
- i. Status Output File - The file will contain all status records initiated by the user and not yet processed for release to the activity holding the applicable requisition.
- j. Surface Maintenance File - Used to hold maintenance data records (DI X91) for inclusion in Report 91, MDS reporting.
- k. Suspense File - Used to store transactions that could not be processed by the system for various reasons. Used to produce the daily Suspense Report.
- l. Transaction Holding File - Contains MRI PNIS, NIS, or NC requests pending release of a DTO requisition.

6814 VALIDATION AND CONTROL FILES

1. GENERAL. Validation and control files are used in SUADPS-RT to validate input into the system, obtain definitions for coded entries, controlling some aspects of transaction and report processing, and provide data for system-generated reports. Access to the control and validation files will be restricted to the Functional Area Supervisor (FAS) and designated Work Center Supervisors (WCSs). Validation and control files are divided into the following groups:

- a. Customer data (see par. 6815)
- b. Supplier data (see par. 6816)
- c. Technical data (see par. 6817)
- d. Financial data (see par. 6818)

2. VALIDATION AND CONTROL FILE REVIEWS. Each validation and control file update screen has a Locate a Record Option which allows review of individual records within a file. This option should be used before and after entering new records to ensure that it is not already on the file and that it processed successfully. SUADPS-RT provides the capability to request a listing of the Appropriation File (APP), the Fund Code File (FC), and the Validation Table Files (VTP and VTN). To obtain a complete listing of other system validation and control files, a request for ADP services will be submitted. ADP will produce the requested listing using Honeywell command level programs. The SUADPS-RT Functional Area Supervisor will review, validate, and have the control files printed at least weekly to ensure that any changes made were valid and available for use in case of system failure.

6815 CUSTOMER DATA

1. GENERAL. The files applicable to this group contain key identification and access data necessary for the supply department to operate in the SUADPS-RT environment. The files are the sole responsibility of the SUADPS-RT FAS, and this responsibility will not be delegated to any other user. Procedures for maintenance of the files are contained in the SUADPS-RT Guide for Functional Area Supervisors.

2. USER IDENTIFICATION FILE (UID) (UIA for USID A activities). The UID/UIA file contains a record for each authorized user or group of users and defines their security and authority level. The key to this file is the LOGON ID which controls the SUADPS-RT functions users are authorized to access. Every user must have a LOGON ID before processing transactions in SUADPS-RT. This file will be updated when SUADPS-RT users transfer, new users report onboard, and LOGON IDs become known by other users. Also this is used to limit authorized dollars for expenditures and can be changed to limit spending while monitoring departmental OPTARs.

3. SYSTEM CONSTANT FILE (SCF). The SCF contains information of a recurring nature peculiar to each SUADPS-RT activity. It includes activity name, UIC, service code, USID code, and other data elements which control system processing options. This should be updated when the Supply Officer is relieved (for reporting authorization), when ships deploy, and at the beginning of each fiscal year.

4. CUSTOMER IDENTIFICATION DATA FILE (CID) (CIA for USID A activities). The CID/CIA file contains a record for each customer activity to which OSO transfers or end-use issues will be made. It identifies the customer by UIC and whether financial accounting support is provided by the SUADPS-RT activity. An example of when to update this file would be when a submarine tender (AS) supports a new customer (submarine) or when squadrons attach to carriers or MALS.

5. CUSTOMER SERIAL DATA FILE (CSR). The CSR contains a record for each squadron, division, or work center in the SUADPS-RT activity assigned a supply identification code. Each record contains serial number data and other identifying information and is used to assign and validate document numbers, department codes, and fund codes. After established, this file should be updated when new squadrons report to ships or MALS and when they depart.

6816 SUPPLIER DATA

1. ACTIVITY ADDRESS FILE (ADD). The Activity Address File is used to print in-the-clear addresses on supply documents produced by SUADPS-RT. Each activity may add or delete records in the file according to local requirements. Updating of these files will be accomplished by the SUADPS-RT Functional Area Supervisor or designated work center supervisor.

6817 TECHNICAL DATA

1. GENERAL. The technical data function includes eight files which are used to verify transaction data elements and codes entered into the system. Access to these files may be granted to work center supervisors by the FAS through appropriate entries in the User Identification File. The technical data files are described in the following subparagraphs and additional information is contained in the SUADPS-RT Support Procedures, Volume II.

2. AIRCRAFT IDENTIFICATION DATA FILE (AID) (USID C and M activities only). The AID file contains identifying data concerning each aircraft supported by the SUADPS-RT activity. This should be updated when squadrons change or when aircraft are replaced. A record in the file will contain the following data elements:

- a. Bureau Number a unique six-character number assigned by the manufacturer to a specific aircraft;
- b. Unit Identification Code (UIC) - identifies a specific service activity for supply and accounting purposes;
- c. Type Equipment Code (TEC) - identifies type, model, and series for aircraft and the major system for type of GSE (see NAMS0 4790.A721001 for TECs);
- d. MODEX - a three-character code locally assigned to aircraft within a squadron or MALS;
- e. Weapons Systems Designator - identifies type and model of aircraft (see Appendix 24), used in place of the SMIC on NMCS or PMCS requisitions;
- f. Aircraft Type - identifies the aircraft by primary mission and model number.

3. DEPARTMENT/DIVISION MAILBOX DATA FILE (MIF). The MIF provides a cross-reference of electronic mailbox names to the actual activity department and division. A record in the file will contain the Department/Division Code (a three-character code that identifies the department or division) and the Mailbox Name.

4. ORGANIZATION CODE FILE (ORG) (USID C and M activities only). This file contains a cross-reference between the organization code, UIC, and applicable type equipment codes.

5. ENGINE TYPE EQUIPMENT CODE FILE (ETC) (USID C and M activities only). The ETC provides a cross-reference between the engine type equipment codes and the aircraft type equipment codes under which OPTAR obligations and expenditures will be accumulated. The engine type equipment code will be entered on the appropriate screen and will appear in the maintenance record (DI X92). The applicable aircraft TEC will be obtained from this file and will be cited in supply transaction (DIs A0A, X31, X76, etc.).

6. PRINTER IDENTIFICATION DATA FILE (PID). The PID provides information relative to the location and identifying printer name. Records in this file will control where picking tickets for material issues will be printed. A record in the PID will contain the PRI/LOC Code (WT - walk-through transaction, OT - others).

7. AVAILABILITY DATA FILE (AVB) (USID T activities only). This file contains data elements critical to the proper preparation of the Availability Cost Report and ROV Summaries. Extreme care must be exercised when updating this file and access should be granted only to the appropriate work center supervisors (WCSs). The WCS must become familiar with all ROV supply and financial procedures. The AVB file is common to both SUADPS-RT and IMMS-RT. When both systems are implemented with full interface capabilities, updating of the file will be accomplished through the SUADPS-RT/IMMS-RT Interface Function. Until full interface capability is received, the file will be updated through the logistics subsystem Maintaining Currency of Technical Data function. A record in the AVB will contain the following data elements:

- a. Tended Ship UIC (Benefiting UIC) - identifies the specific ship to be scheduled;
- b. Availability Category and Number - identifies the type of availability;
- c. Scheduled Start Date - identifies start date for the availability period;
- d. Scheduled Completion Date identifies completion date for the availability period;
- e. Available Total Man-hours - identifies total man-hours available;
- f. Limit Total Man-hours - identifies any man-hour limits;
- g. Available Total Material Cost - identifies total material cost for availability;
- h. Limit Total Material Cost - identifies any material cost limits;
- i. True Service Code - identifies the Service code of the tended ship;
- j. Appropriation Indicator Charges - identifies the TYCOM designator of the tended ship (first position of the fund code);
- k. Appropriation Indicator Credits - identifies the TYCOM designator of the tender or repair ship (first position of the fund code);
- l. Appropriation Indicator (Benefiting UIC) - identifies the indicator that is used as part of the key to the Appropriation (APP) File (see SUADPS-RT Support Procedures, Volume III, Chapter 3);
- m. ROV Summary Indicator - identifies the Type of Summary (A or B) that will be used for transactions during the availability period;
- n. Effectiveness Exclude Code - prevents demands of DTO requisitions for the benefiting UIC from being reflected in the Supply Effectiveness Report;
- o. Print Availability Data - provides the option to print a listing of the Availability File.

8. **FUND CODE DATA (FC).** The fund code data is recorded in the Fund Code Validation Table. The file should contain all end-use fund codes (internal and external) which will be used by customers of the SUADPS-RT activity. Each fund code will be assigned an appropriation indicator and TYCOM designator. These codes have been standardized and are defined in the SUADPS-RT Support Procedures, Volume III, Chapter 3. Each appropriation indicator assigned to a fund code record must have an entry in the Appropriation File for every applicable fiscal year. The file will be used to validate the fund codes in transactions and to cross-reference the fund code to complete accounting data elements in the Appropriation File. Records in the Fund Code Validation Table will also contain Validation Start and Stop Dates (date the fund code becomes effective and last effective date).

9. **MASTER VALIDATION DATA.** Data is contained in the Validation Tables Nonprivileged (VTN), and Validation Tables Privileged (VTP) files. Each of these files is made up of several tables used to validate input data elements or to provide data for system output or other processing programs. The privileged tables are made up of data elements common to all SUADPS-RT users and are established and updated by SPAWARSSYSCEN (see SUADPS-RT Support Procedures, Volume II, Chapter 6). The Nonprivileged tables will be maintained by the SUADPS-RT activity. When adding, changing, or deleting records in this file, the computer will only update the files on the Host computer. The files on the RPS computer will not be updated. To avoid mistakes caused by erroneous data entering the system, the FAS must ensure that all changes to the VTN files are downloaded from the Host to the RPSs. The SUADPS-RT FAS must prepare a request for ADP services to accomplish this download whenever a change is made. The VTN tables are as follows:

<u>Table Code</u>	<u>Name</u>	<u>Purpose/Description</u>
ASC	Advice/Status Code	Provides a cross-reference from code to short description. Used to define codes on output reports and queries.
CRI	Cognizance Symbol to	Contains a record of all COG Routing Identifier symbols the activity expects to use and the routing identifier of the activity to which system-generated requisitions for that Cog symbol will be submitted.
DEP	Department Code to Name	Provides the complete department name for department codes established in the CSR File. Used to provide department names on output reports.
DIV	Division Code to Name	Provides the complete division name for division codes established in the CSR file. Used to provide division names on output reports.
DLA	Defense Logistics Agency Codes (USID C & M only)	Contains the routing identifiers and UIC of any DLA activity to which fuel is offloaded. Used to validate offload document identifier and assignment of proper FIR codes on financial reports.

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<u>Table Code</u>	<u>Name</u>	<u>Purpose/Description</u>
LMC	Local Management Codes	Contains all the BMF local management codes being used and a definition of each code. Used to validate LMCs entered on the system.
RCC	Reimbursable OPTAR Control Codes	Provides a cross-reference for each RCC to a unique department code and serial number established in the CSR file. Used to validate transactions citing __A fund code and identify the specific reimbursable work order on system produced reports.
RI	Routing Identifier	Provides a cross-reference from RI code to name of the activity. Used to define RI codes on system produced reports.
SUI	Supported Squadron UIC to Serial Number (USID C & M only)	Used to assign squadron UIC to transactions citing AFM fund codes. Unique serial number series will be assigned to each squadron in the CSR file.
TEC	Type of Equipment Code to Description (USID C & M only)	Provides a cross-reference between the type equipment code and a description of the code. Validates aircraft TECs established in the ETC file.

6818 FINANCIAL DATA

1. APPROPRIATION FILE (APP). The Appropriation File provides complete accounting data for end-use fund codes cited on supply transactions and contained in the Fund Code File (FC). This cross-reference between FC and APP is accomplished through the appropriation indicator which is a mandatory data element in both files. Appropriation indicators have been standardized and are listed in the SUADPS-RT Support Procedures, Volume III, Chapter 3. The appropriation data is also used by system programs to add appropriate data elements to output financial reports. Access to the financial data files should be restricted to the SUADPS-RT Functional Area Supervisor and appropriate financial work center supervisor (normally a stock control or financial supervisor). Specific data elements and procedures to update the APP File are located in SUADPS-RT Support Procedures, Volume III, Chapter 3.

6819 HISTORY FILES

1. GENERAL. To provide a complete history of supply processing yet limit the size of some active system files, records are periodically retired to history. These files are normally maintained on magnetic tape and the records may no longer be available to the user via SUADPS-RT on-line programs. The following files are maintained for historical purposes:

a. Cumulative Transaction Ledger (CTL). Provides a history of transactions transferred from the active files to magnetic tape. A printout of the records added to the history file can be produced.

b. OPTAR History File (OHF). Provides a complete record of all transactions that had an effect on one of the OPTARs maintained by the SUADPS-RT activity. See par. 9513 for further information.

c. Cumulative OSO File. Provides a cumulative, fiscal year-to-date record for each OSO transfer (DIs X37, X38, X39) processed through SUADPS-RT and reported to DFAS as part of the SAC 207 Financial Inventory Report. See par. 9515 for further information.

d. Receipt History File (RFH). Provides a cumulative, fiscal year-to-date, record of all stock and DTO receipts (DIs X71, X73, X77) processed through SUADPS-RT and reported to DFAS as part of the SAC 207 Financial Inventory Report. See par. 9514 for further information.

e. Requisition History File (RHF). Provides a record of all completed requisitions that have been retired from the BRF.

6820 TRANSACTION LEDGER FILES

1. GENERAL. The transaction ledger files provide an audit trail of transactions successfully processed through any of the SUADPS-RT subsystems. Records in these files may be viewed individually, or a listing may be produced for all or part of a file. Query procedures for these files are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 2. The four transaction ledger files are as follows:

a. Material Transaction Ledger File. Contains non-Q COSAL transactions that affect inventory data in the Basic Material File (BMF). Examples of transactions appearing in this file would be issues, receipts, newly established records, location changes, gains or losses by inventory, and requisitions.

b. Q COSAL Transaction Ledger File. Contains transactions made to Q COSAL inventory data in the Q COSAL File and BMF. Examples of transactions appearing in this file would be issues, receipts, newly established records, location changes, gains or losses by inventory, and requisitions for Q COSAL records.

c. Requisition Transaction Ledger File. Contains MVO transactions that establish or update records in the Basic Requisition File such as requisitions (AO), and status documents (AS, AU, AE).

d. Financial Transaction Ledger File. Contains transactions that were of significance to the financial files only (DIs X39, X49, X50, X51, X52, or X76).

6821 MANUAL FILES

1. **GENERAL.** Manual files are required to provide control of supply transactions which require further manual or automated processing, and provide history or reference data on completed transactions. In order for the SUADPS-RT system to function properly, the files detailed in the following subparagraphs will be maintained (additional files may be necessary due to individual requirements).
2. **BATCH PROCESSING INPUT FILE.** The Batch Processing Input File will contain magnetic tapes or disks that are to be processed via the Incoming Batch Transaction subsystem of SUADPS-RT. The input will be held by the SUADPS-RT Functional Area Supervisor until the scheduled processing date and then forwarded to the data processing division. A printed request for data processing services will accompany the input and a receipt signature will be obtained when the input records are turned over
3. **BEARER SUSPENSE FILE.** The Bearer Suspense File will contain copies of requisitions prepared manually for bearer pick-up or Servmart purchases. The file serves as a tickler file to ensure return of the invoices covering the material. Upon receipt of the invoice, the control copies may be destroyed. The file will be maintained in Julian date sequence. In place of the Bearer Suspense File, a log containing appropriate information may be used to control return and SUADPS-RT input of the document. For USID M activities refer to ASDTP.
4. **DATA PROCESSING HISTORY FILE.** The Data Processing History File contains all input processed through the Incoming Batch Transaction subsystem. The data will normally be maintained on magnetic tape for a period of ninety days. The file will be maintained by data processing.
5. **DLR CARCASS SHIPPING FILE.** The DLR Carcass Shipping File will contain a copy of all shipping documents for DLR items shipped to ATAC HUB or the designated overhaul points. The file will be maintained in document number sequence by the DLR Storekeeper. The file will be retained for three years after completion of transfer or survey action.
6. **EXPENDITURE INVOICE FILE.** The Expenditure Invoice File will contain the original, or a copy when the original is required elsewhere, of each expenditure document (MRI and MRE completed picking tickets will not be included) prepared by the SUADPS-RT activity. The file will be maintained in document number sequence and will be retained for three fiscal years. For USID M activities refer to ASDTP
7. **ISSUES PENDING FILE (MANUAL).** This file will contain a copy of each customer material request forwarded to storage or procurement sections for off-line processing. The file will be maintained in Julian date and serial number sequence. It will be used by supply/logistics support centers to monitor the completion of customer requests and to protect against lost documents. For USID M activities refer to ASDTP.

8. MISCELLANEOUS RECEIPT FILE. The Miscellaneous Receipt File will contain copies of receipt documents for material not related to a SUADPS-RT user's procurement document. The file will be maintained in julian date/document number sequence by the receiving section for a period of one year.

9. MISCELLANEOUS SHIPPING PAPERS FILE. The Miscellaneous Shipping Papers File will contain the original or a copy of invoices and related documentation covering material shipped by the supply department but not carried on the activity's records. This could include personal effects, transshipments for other activities, technical publications, and others. This file will be maintained in the shipping section for three years.

10. POST-POST TRANSACTION HOLDING FILE. The Post-Post Transaction Holding File will contain documentation covering completed transactions processed off-line. The documents will be held in the file until access to SUADPS-RT is possible and then will be used to record the transaction and update the SUADPS-RT files. Files will be maintained in stock control, supply/logistics support center/repairables management division, and storerooms. The documents will be transferred to the Stock Control History File after processing in SUADPS-RT. For USID M activities refer to ASDTP.

11. PROOF OF DELIVERY FILE. This file (USID M activities only) will contain the signed copy of all documents for material issued. Refer to ASDTP.

12. PURCHASE ACTION FILE. The Purchase Action File will contain copies of all outstanding purchase documents for supplies and services. Procurement will be considered to be outstanding until the material and dealers invoice are received. Upon completion of the purchase, the invoice will be certified for payment and forwarded to the paying activity. The retained documents will be transferred to the Purchase Payment File. For USID M activities refer to ASDTP.

13. PURCHASE PAYMENT FILE. The Purchase Payment File will contain the documents related to a completed purchase order. The file will contain a copy of the activity's purchase order, receipt invoice, and the certified dealers invoice forwarded for payment. The file will be maintained in stock control or supply/logistics support center and retained for a period of three years. For USID M activities refer to ASDTP.

14. REQUEST FOR DATA PROCESSING SERVICES FILE. This file will be maintained by the SUADPS-RT Functional Area Supervisor (FAS) and will be divided into an outstanding and a completed section. It will be used by the FAS to determine the status of requested processing and as a control for batch input data submitted to the data processing center. The file will consist of a form similar the sample shown on the following page.

REQUEST FOR DATA PROCESSING SERVICES

ADP SERVICE REQUEST			
FROM: STOCK CONTROL FUNCTIONAL AREA SUPERVISOR			
TO: ADP			
		BATCH JOB NO _____	
		DATE BATCH JOB ENTERED _____	
		BATCH JOB PRIORITY ASSIGNED _____	
		OVERRIDE BATCH PRIORITY ASSIGNED BY FAS _____	
		DATE OVERRIDE BATCH PRIORITY ASSIGNED _____	
		DATE BATCH JOB APPROVED _____	
		DATE BATCH JOB COMPLETED _____	
BATCH JOB NAME _____			
INPUT MEDIA PROVIDED:			
_____ TAPE	TAPE NO.(S): _____		
_____ LISTING			
_____ DISKETTE	DISKETTE NO.(S): _____		
_____ PUNCH PAPER TAPE			
_____ OTHER (SPECIFY) _____			
REQUESTED OUTPUT PROVIDED:			
_____ TAPE	TAPE NO.(S): _____	DATE _____	
_____ LISTING	COPIES _____	DATE _____	
_____ DISKETTE	DISKETTE _____	DATE _____	
_____ PUNCH PAPER TAPE			
_____ OTHER (SPECIFY) _____		DATE _____	
		DATE _____	
_____ DOWNLOAD VTN UPDATE FROM HOST TO RPS		DATE _____	
_____ DOWNLOAD UID, SCF FROM HOST TO RPS			
ADP SIGNATURE _____		DATE _____	

15. STOCK CONTROL HISTORY FILE. The Stock Control History File will contain all source documents used as input or completion of transactions through SUADPS-RT. Included in this file are picking tickets for completed MRI and MRE issues, off-line procurement documents, local change notices, spot inventories, and copies of receipt documents. The file will be maintained in Julian date and serial number or NIIN sequence for records with no document number assigned. Documents in the file will be retained for a period of three fiscal years. Typically, this file is maintained separately according to type of document (i.e, issues, offloads, receipts, etc.) in appropriate sequence by the work center that is responsible for processing SUADPS-RT input.

16. SYSTEM OUTPUT FILES. The System Output Files will consist of reports generated by the system automatically or upon request. Each of the reports will be filed separately in appropriate binder or cabinet, except that related reports (such as the Financial Inventory Report and substantiating detail reports) may be filed together as a unit. Retention periods for the files will vary and will be discussed in the sections of this publication applicable to specific reports.

6822 MASTER STOCK STATUS AND LOCATOR LISTING (MSSLL)

The MSSLL (DI 080) is a listing of the BMF records and additional data from the Part Number, Substitute, and Pack-Up Item files (see sample Appendix 15). The MSSLL can be a complete list of all BMF records or it can be limited to specific records by using the general selector capability (see SUADPS-RT Support Procedures, Appendix 19). Chapter 6 of the SUADPS-RT Support Procedures, Volume II contains complete information for requesting the MSSLL. The MSSLL of all BMF records should be printed periodically (at least monthly) to ensure capability for processing when the SUADPS-RT GEN is down temporarily or for an extended period of time. Copies of the MSSLL should be distributed to all supply work centers (customer service division, stock control, and storerooms).

6823 MASTER LOCATOR LISTING

The Master Locator Listing (DI 095, see sample Appendix 15) provides storage personnel with a listing in NIIN sequence of all location data for records on the BMF. Instructions for completing the data entry request screen are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4. The general selector may be used when requesting the locator listing.

Section III: ISSUE CONTROL**6830 REQUESTING MATERIAL**

1. GENERAL. This section provides instructions for the issue of general use consumables and repair parts material. For issues of Aviation fuel see Chapter 8, Part E, for issues of DLRs see par. 8310. The authority for the supply department to issue material will be a customer request submitted on-line via the SUADPS-RT MRI data entry screen or off-line on a DD Form 1348 or other locally acceptable form.

2. ON-LINE SUBMISSION. Customers will submit material requirements (DI X31) on-line via the MRI function of the SUADPS-RT Logistics Management Subsystem (see SUADPS-RT Support Procedures, Volume II, Chapter 3). Access to the MRI function and processing limitations will be controlled by entries in the customer identification and user identification files.

3. OFF-LINE SUBMISSION. Off-line requests for material will be submitted by the customer to the Customer Service section and will be prepared in accordance with par. 6206. Requests received in this manner will be entered in SUADPS-RT by customer service personnel or processed completely off-line if necessary. At the first opportunity, issues processed off-line must be recorded in SUADPS-RT using the post-post option of the MRI function.

6831 DOCUMENT NUMBERS

During the MRI process, issue's to the activity's work centers will be automatically assigned document numbers based on established SUADPS-RT logon profiles (except USID M activities which will assign document numbers manually). Issues to supported units and issues processed as post-post will be assigned document numbers manually. Document numbers assigned manually will be controlled and recorded in accordance with par. 3822.

6832 ISSUE PROCESSING IN INTERACTIVE (ON-LINE) MODE

1. GENERAL. On-line processing of material requests will consist of four processing steps as follows:

- a. interactive MRI processing;
- b. manual storeroom/warehouse processing;
- c. customer delivery;
- d. SUADPS-RT warehouse processing.

2. **INTERACTIVE MRI PROCESSING.** Material requests entered via the MRI data entry screen either by the customer or the supply department will be automatically compared to the SUADPS-RT control and validation files to ensure only valid data has entered the system. Validation errors will cause an error message to be displayed, and the condition must be corrected before processing can continue. Upon completion of the data validation, the availability of material or acceptable substitutes will be determined, and picking tickets will be produced. A record for each picking ticket will be established in the Issue Pending File. Material determined to be not-carried or not-in-stock will be procured as discussed in par. 3827 (on-line DTO requisitions).

3. **STOREROOM/WAREHOUSE PROCESSING.** Storeroom or warehouse personnel will use the computer-generated picking ticket (DD Form 1348-1A) to locate material, pick it from assigned locations, and physically move it to a designated issue staging area. Stores/Material personnel will process the picking ticket as follows:

a. General Processing Requirements:

(1) All locations indicated on the DD Form 1348-1A picking ticket, will be searched for sufficient quantity to fill the requirement. If material cannot be located, a search of surrounding locations should be made for erroneously stowed material. If the picking ticket shows four locations, then additional locations may be contained in the Material Location File (MLF) and the storeroom location screen must be checked (see SUADPS-RT Support Procedures, Volume II, Chapter 2).

(2) When necessary to adjust the issue quantity to coincide with the standard pack of the item, the quantity requested will be lined out and the quantity actually issued will be entered and circled. The picking ticket will be annotated STANDARD PACK ADJUSTMENT in the remarks block.

(3) It must be determined by using the BMF Query Function if there is substitute material available to satisfy the requirements. Based on local policy, a substitute may be issued to satisfy the requirement. When a substitute item is issued, the original stock number will be lined out and the actual stock number issued will be written above it.

b. Complete Issue:

(1) When the full quantity requested is available, the quantity requested will be circled and the material moved to a central staging area for turnover to the requesting work center or activity. The picking ticket will be initialed, dated, and the staging area location recorded in data block 11 by the individual staging the material (see sample on following page).

(2) One copy of the picking ticket will be attached to the material and the remaining copies will be delivered to the customer service division.

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7. FILES UPDATED. Upon completion of warehouse action processing, the following SUADPS-RT files will have been updated as a result of the issue transaction:

a. Basic Material File - the on-hand quantity will be reduced by the quantity issued to reflect the quantity remaining in storeroom/warehouse locations;

b. Aviation/Surface Maintenance File - if the issue was maintenance-related, a Maintenance Data Collection (MDC) record (i.e., JCN, APL, document number, etc.) will be added to the applicable file. The record will be held until Reports 91 and 96 are produced by SUADPS-RT processing (see par. 6863);

c. Repairable Tracking File,

(1) For issue at USID A and T activities, this will contain an image of the issue document (see Chapter 8, Part D for additional information),

(2) For issues at USID C and M activities, this will contain the requisition generated to replenish stock (see Chapter 8, Part D for additional information);

d. Financial Holding File - the issue transaction record will be added to the file and held until financial posting and reporting are completed by the end of the month's financial processing;

e. Material Transaction Ledger File - the issue transaction will be added to the file for later review on the CTL and subsequent research requirements;

f. Basic Requisition File (if PNIS/NIS) - the DTO requisition for the NIS quantity will be established in the file;

g. Transaction Holding File (if PNIS/NIS) - the A0 _ record for the NIS requirement will be added to the file pending requisition release processing.

6833 ISSUE PROCESSING IN OFF-LINE MODE

1. GENERAL. Off-line processing of material requests will consist of four processing steps as follows:

- a. Customer Service Division processing;
- b. manual storeroom/warehouse processing;
- c. customer delivery;
- d. post-post processing.

2. CUSTOMER SERVICE DIVISION PROCESSING. The Customer Service Division will act as the central entry point for issues to be processed off-line. Upon receipt of the customer's DD Form 1348 or other locally acceptable form, the following will be completed:

- a. auditing the request to ensure data is complete and accurate (requests requiring MDS data will be rejected if necessary information is not provided, see par. 3825);
- b. determining the availability of the requested material or substitutes by using the MSSLL;

- c. annotating the locations of the material to be issued on the back of the form;
 - d. lining out the requested stock number and entering the updated/substitute stock number if such is to be issued;
 - e. annotating the stock numbers and locations (BMF and MLF) of all available substitute material on the back of the form;
 - f. ensuring the equipment is included in the applicable allowance list if the requested material is COSAL or AVCAL maintenance-related. If not, a request must be forwarded to the allowance list maintenance section for appropriate action (see pars. 2100 and 2104);
 - g. preparing of a DTO requisition when requested material is not carried and no substitute is available (see par. 3828);
 - h. pulling and placing one copy of the issue document in the Issue Pending File (manual).
3. STOREROOM/WAREHOUSE PROCESSING. Storeroom personnel will use the annotated DD Form 1348 (or other form) to locate the material and physically move it to the issue staging area. Stores personnel will process the issue document in accordance with par. 6832-3.
4. CUSTOMER DELIVERY. When the material is picked up or delivered to the customer, the customer's signature will be obtained and the current date entered on the issue document. The signed issue document will be forwarded to the Customer Service Division.
5. POST-POST ISSUE PROCESSING. Upon receipt of an issue document, the Customer Service Division will update SUADPS-RT as follows:
- a. Upon receipt of the signed, completed issue document, the copy will be removed from the Issues Pending File (Manual) and destroyed.
 - b. The completed issue document will be filed in the Post-Post Transaction Holding File until the issue can be recorded in SUADPS-RT.
 - c. When SUADPS-RT is available, the completed issue will be recorded in SUADPS-RT using the post-post option of the Material Requirements Internal Function (see SUADPS-RT Support Procedures, Volume II, Chapter 3).
 - d. After the issue is recorded in SUADPS-RT, the issue documents will be annotated "Recorded in SUADPS-RT and forwarded to stock control for filing in the Stock Control History File. A picking ticket will not be produced.
6. FILES UPDATED. Off-line issues processed via the post-post MRI function will update the files listed in par. 6832-7.

6834 MAINTENANCE SUPPORT PACKAGE (MSP)/MAINTENANCE SUPPORT MATERIAL (MSM)

1. GENERAL. Maintenance Support Package (MSP) material in USID C activities and Maintenance Support Material (MSM) in USID M activities consists of small, low cost, AVCAL allowance stock material. Items included in an MSP/MSM are designated by the Supply Officer/Aviation Supply Officer and are identified on the BMF by setting the MSP/MSM indicator. MSPs/MSMs will be centrally located in or near AIMD facilities to provide accessibility to maintenance personnel. MSP/MSM issues will be limited to immediate maintenance requirements; stockpiling by work centers will not be permitted. USID M activities will refer to USMC Aviation Supply Desk Top Procedures and to OPNAVINST 4790.2, Naval Aviation Maintenance Program.

2. ISSUE PROCEDURES. MSP/MSM issues may be accomplished in accordance with the procedures described in pars. 6832-6833 or they may be accomplished off-line using a locally developed Drop Sheet form. When the drop sheet is used, issues will be made upon presentation of a properly completed VIDS/MAF (OPNAV 4790/60) prepared in accordance with OPNAVINST 4790.2 (series). A separate line entry will be made on the drop sheet for each item issued. Daily MSP/MSM issues will be recorded in SUADPS-RT using the MRI post-post option (see SUADPS-RT Support Procedures, Volume II, Chapter 3). Document numbers will be assigned manually in accordance with par. 3822.

3. MSP/MSM DROP SHEET FORMAT. The locally developed drop sheet will include the following minimum information necessary to record the issue in SUADPS-RT:

- a. NSN, NICN, LICN;
- b. Unit of issue;
- c. Quantity issued;
- d. Julian date;
- e. Serial number;
- f. Job control number;
- g. Type equipment code;
- h. Work unit code;
- i. Project code;
- j. Priority;
- k. Receipt signatures;
- l. Fund code.

4. MSP/MSM LISTINGS. A listing of MSP or MSM material can be produced using the Master Stock Status and Locator Listing (MSSLL) and general selector functions of SUADPS-RT (refer to par. 6822).

6835 AVIATION SUPPORT PACKAGES (USID C AND M ACTIVITIES)

1. **CONTINGENCY SUPPORT PACKAGE (CSP).** A CSP is a tailored intermediate level support package that identifies the personnel, repair parts, test equipment, and facilities required to provide logistical support to aircraft when deployed for extended periods from their supporting MALS. CSP assets will be drawn from existing parent MALS, IMRL, SE, AVCAL, COSAL and MF allowances that have been supplemented to meet the CSP requirement.
2. **LOCALLY DEVELOPED SUPPORT PACKAGES.** Aviation activities may develop support packages (packups) for aircraft temporarily operating away from the supporting activity. Material to be included in a locally developed packup will be identified jointly by the aircraft squadron and the supporting activity's supply and maintenance personnel. Allowances will not be increased for items included in locally developed support packages. Material included in locally developed packups will remain on the records of the supporting activity. The material will be subcustodied to the deploying squadron and receipt signatures obtained. Squadron personnel will record parts usage and will, in accordance with locally developed procedures, provide issue documentation to the parent activity for MRI processing on a post-post basis. Upon completion of the deployment, all packup material will be inventoried and any items not accounted for will be charged to the appropriate end-use OPTAR account. Special controls must be established to ensure that NRFI DLR items are accounted for and inducted into the repair cycle.
3. **RELATED SUADPS-RT FILES AND FUNCTIONS.** CSP or packup items will be identified on the BMF by the packup indicator being set as a result of data established in the Packup Item File (PUI) and Packup File (PUF). Each CSP or packup established will be assigned a locally developed serial number identifying a particular aircraft or squadron. The Establish Support Package Record function will be used to establish and update CSP information in the BMF, PUF, and PUI files (see SUADPS-RT Support Procedures, Volume I, Chapter 5).
4. **PACKUP AIDS.** The Allowance Support Package Function (see SUADPS-RT Support Procedures, Volume I, Chapter 5) provides support package listings, either for an individual packup or a consolidated listing for all packups, and may, at the user's request, produce issue documents (DD 1348-1A). Issue documents and a Packup Listing will be provided to supply personnel of the deploying squadron. Items and quantities included in the CSP or packup will be verified and receipt signatures obtained for material listed on the Packup Listing. Output from the packup aids function will vary depending on the options selected.

6836 SEAMART/SUBMART MATERIAL

1. **GENERAL.** A Seamart, or Submart, is a self-service store (storeroom) customarily stocked with low cost consumables frequently required by the activity's work centers and supported units. Seamarts and Submarts will be established in accordance with policy and direction provided by the Type Commander. To qualify for stocking or retention in Seamart, an item must have a BMF unit price equal to or less than a pre-set dollar value. It also must have a computed AMF equal to or greater than a pre-set average monthly frequency. All qualifying

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items must be assigned a Seamart location in the BMF. When assigned, the Seamart location must be established as the primary location. This allows for requisitioned material to be received directly into the Seamart storeroom. In addition, the movement of material into and from Seamart will be kept to a minimum. The establishment of Seamart and the criteria for items to be carried in the Seamart are the joint responsibility of the Type Commander and the ship's Supply Officer.

2. **ISSUE PROCEDURES.** Issues from Seamart or Submart will be processed using the SUADPS-RT Seamart Issue Function described in the SUADPS-RT Support Procedures, Volume II, Chapter 3.

3. **SEAMART/PEB REVIEW REPORT.** The Seamart/PEB Review Report (DI 068, see sample Appendix 15) function provides the supply manager with the means to identify items that are prospective adds or deletes to the selected category (SEAMART or PEB). It is suggested that a review of SEAMART and PEB material be conducted at least once each quarter. The report function provides the option to produce either a SEAMART report, a PEB report (USID C & M activities only), or both. Instructions for completing the SEAMART/PEB Review Report Request Screen are contained in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 5 (general selector which may be used to limit the report to specific categories of material). The review listings are produced in two parts, a list of prospective additions to the SEAMART/PEB category, and a list of prospective deletions. Each item listed on the report will be reviewed and action will be taken to add or remove material from the applicable SEAMART/PEB storage area. BMF records will be updated to reflect new storage locations and PEB Flag settings in accordance with instructions in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2.

4. **SEAMART CATALOG/PEB LISTING.** The SEAMART Catalog and PEB Listing (DI 069, see samples Appendix 15) provide supply and customer personnel with a reference for items included in each category. The catalog and listings should be requested whenever significant changes have been made to the range of items carried in SEAMART and PEB. Instructions for requesting the SEAMART Catalog or PEB Listing or both are provided in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 5 (general selector which may be used to limit the report to specific categories of material). The report will consist of a printed listing produced in NIIN sequence or in both NIIN and nomenclature sequence. When applicable, substitute NIINs will be printed below the primary item. The SEAMART Catalog and PEB Listing will be distributed to interested work centers in accordance with local requirements.

6837 PRE-EXPENDED BIN (PEB) MATERIAL

1. **GENERAL.** Issues of material from stock to replenish pre-expended bins will be initiated using the SUADPS-RT Material Requirements Internal Function as described in par 6832. Maintenance data for PEB replenishment requirements will be entered per instructions in the SUADPS-RT Support Procedures Manual, Volume II, Chapter 3. See par. 6836 for information on the PEB Review Report and PEB Listing.

6838 ISSUE CONTROL

1. GENERAL. To ensure that all customer requirements are processed within prescribed time frames, preserve the highest possible inventory accuracy, and assure the integrity of SUADPS-RT files, supply managers must establish internal procedures to monitor all pending issue requests through completion.

2. ISSUES PROCESSED ON-LINE. SUADPS-RT assists the monitoring of customer requirements through the Issue Pending File Report (see sample Appendix 15). The IPF Report will be received and processed daily. It provides information on material requirements for which processing is not yet complete. The report consists of two parts as follows:

a. Unprocessed Picking Tickets (all USID Codes). This report will list, in document number sequence, all picking tickets that have been printed, but for which material issue has not been recorded. Outstanding high priority (1-8) requirements older than 24 hours and routine requirements older than 72 hours should be reviewed. The Customer Service or Storeroom Work Center Supervisor will ensure that each requirement is researched and appropriate action recorded via the SUADPS- RT Warehouse Action Function.

b. Repairables Awaiting Return from AIMD (USIDs C & M only). This part of the report will contain a listing of completed DLR items issued for which a repaired replacement item has not been returned. BMF records for NSNs on this report will reflect the quantity awaiting repair in the NRFI quantity field. Stock control and repairables management work center supervisors will review this report daily and reconcile the NRFI items with AIMD supervisors at least weekly. Items found to have been returned by AIMD will be completed using the Carcass Processing/Returns from AIMD Function in accordance with the SUADPS-RT Support Procedures, Volume II.

3. OFF-LINE ISSUES. Issue requests processed off-line will be monitored using copies of issue documents retained in the Issues Pending File (Manual). This file must be reviewed daily, and follow-up action must be taken for all documents not returned within the 72-hour time frame.

6839 LONG TERM SYSTEM FAILURE

1. PROCESSING MATERIAL REQUIREMENTS. When SUADPS-RT is not available for an extended period of time, material requirements will be processed in accordance with par. 6833 and the following instructions:

a. Each issue or transfer transaction will be recorded in the MSSLL by reducing the on-hand quantity by the transaction quantity.

b. Upon receipt of the completed issue or transfer document from storage, the Issues Pending File copy will be removed, attached to the other copies, and distributed as follows:

(1) Original to the SUADPS-RT Pending File.

(2) Copy to the Budget File.

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- (3) Copy to the Expenditure File.
- (4) Copy to the DLR File (required if 7 _ COG or APA repairable item was issued on exchange advice-coded requisitions).
- (5) Copy to Stock Replenishment File (required if on-hand quantity is equal to or less than MSSLL reorder point quantity).
- c. Once SUADPS-RT is again operational, all transactions in the SUADPS-RT Pending File must be processed using the post-post option. Receipt transactions will be input before expenditures from stock are processed.

Section IV: STOCK CONTROL

6840 MATERIAL FILE MAINTENANCE

1. ESTABLISHING AND UPDATING FILES. The procedures for establishing and updating records in the BMF and other material files are contained in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2. SUADPS-RT records are also established or updated through the batch processing functions as follows:
 - a. Basic Material File (BMF) Utility Program - provides management data change capabilities (par. 6841),
 - b. Change Notice Action - allows updating of BMF management data (par. 6842),
 - c. Basic Material File (BMF) Data Reconciliation (E38) - allows reconciliation of BMF data with FMSO records (par. 6843),
 - d. Substitute/Interchangeable Data allows updating of substitute/interchangeable records in the Substitute File (par. 6844),
 - e. Annual Price Changes - allows automated updating of BMF prices based on FMSO files (par. 6845),
 - f. Demand Data - allows recording, transferring, deleting demand data and processing Demand Transfer Tapes (par. 6846),
3. DELETING BMF RECORDS. Records in the BMF and all related material files may be deleted providing specific conditions listed in the SUADPS-RT Support Procedures, Volume I, Chapter 2 are met. A BMF Record Delete Report will be produced for each record processed and will notify the user that the record was deleted or will provide the reason why the record could not be deleted. The BMF delete reports should be filed separately and retained for a minimum period of one year.

6841 BMF UTILITY PROGRAM

1. GENERAL. This program provides a means of accomplishing mass changes to certain BMF data elements in a batch mode (see SUADPS-RT Support Procedures, Volume I, Chapter 2). The general selector may be used to restrict the change action to a specific set of records. The following changes may be made using the BMF utility:

- a. clear or set order-and-shipping-time values on all records;
- b. change AT codes 6, 7, and 8 to 9, if a substitute or interchangeable relation- ship is established;
- c. clear the nonrecurring quantity field;
- d. clear the limit flag;
- e. clear the local management field;
- f. clear the FILL item indicator;
- g. clear the MSP indicator (USIDs C&M only);
- h. clear the pre-expended bin indicator.

6842 CHANGE NOTICE ACTION

1. BATCH PROCESSING. Each month FMSO forwards to all SAC 207 activities change notice actions in magnetic tape record format. This tape along with any other change notice actions received from ICPs will be input on the effective date to SUADPS-RT. Processing of the change notice actions is to be accomplished in accordance with the SUADPS-RT Support Procedures, Volume I, Chapter 2 and Appendix 20. The SUADPS-RT FAS is responsible for ensuring that the change notice is processed in a timely manner.

2. INTERACTIVE PROCESSING. When change notice actions are received in other than tape format (e.g., letter or message) or are initiated locally, the Local Change Notice Action Function will be used to update the applicable BMF records via the data entry screen (see SUADPS-RT Support Procedures, Volume I, Chapter 2).

3. CHANGE NOTICE REPORTS. Upon completion of change notice processing, storage and stock control reports will be produced automatically by SUADPS-RT. These reports must be carefully reviewed, and proper processing action must be taken promptly to ensure that the accuracy of BMF records and conformity between the stock records and material in storage is maintained. The SUADPS-RT Support Procedures, Volume I, Chapter 2 provides instructions for processing the following reports:

- a. Change Notice Information/Action Listing. All change notice actions which do not process will appear on the Change Notice Information/Action Listing. Each record must be reviewed, corrected, and reprocessed to ensure that management data changes are not lost. FMSO will be requested to provide a revised change notice if correct data cannot be determined locally.

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b. Storeroom Action Listing. The Storeroom Action Listing is produced in five sections. A separate report will be produced for records having the Q COSAL indicator set. The items in each section will be processed in accordance with items (1) through (5) below to ensure compatibility with BMF data. The listings should be annotated upon completion of required action and retained on file for a minimum of one year.

(1) Stock Number Change. The new stock number will be marked on each item of stock.

(2) Unit of Issue Change. The new unit of issue will be marked on each item of stock. If necessary, storeroom/warehouse personnel will repack items (i.e., bag, box) in quantities to agree with the new unit of issue.

(3) Controlled Inventory Item Code (CIIC). Each item will be verified as to compatibility between the storage location and the new CIIC (see Appendix 9D). If necessary, material will be relocated and the location change processed.

(4) Shelf-Life and Shelf-Life Action Code Changes. Each item will be marked with the new codes (see par. 4664). If the new codes indicate that the material is now expired, the material will be processed in accordance with par. 4664.

(5) Exhausted, Deleted, Superseded, or Condemned Stock. These items will be marked and/or processed based on the condition identified. All items, except those identified as use until exhausted, will be offloaded via the MRE function or the mechanized offload process.

c. Repairable Material Control Code Decision Listing. All items which have experienced a change in material control code which results in a reclassification from MTR to non-MTR, or from non-MTR to MTR, will be listed for storeroom relocation purposes. If necessary, items will be relocated and the location change posted.

d. Stock Control Decision Listing. The Stock Control Decision Listing contains items which will normally require establishing or adding data to BMF records due to the reversal of previous change notice actions. Stock control personnel will research each item and add the required BMF data.

6843 BMF MANAGEMENT DATA RECONCILIATION (E-38)

1. GENERAL. At least yearly, each activity will reconcile its BMF records with the Navy Management Data File (otherwise known as E-38 processing) maintained by FMSO. Instructions for scheduling the reconciliation are contained in FMSOINST 4410.2 (series) which must be followed carefully to ensure that the process is accomplished in a timely manner. The reconciliation is accomplished in three processing steps as follows:

a. An E-38 reconciliation tape is produced from the BMF and submitted to Commanding Officer, FMSO (Code 99211), Mechanicsburg, PA 17055. Instructions for producing this tape are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 2.

b. FMSO will match the activity's BMF data elements against the Navy Management Data File and generate change notice records for data elements requiring correction. The change notice records will be returned to the activity in magnetic tape format for updating SUADPS-RT files.

c. The change notice records will be processed in SUADPS-RT against the BMF and associated material files in the same manner as monthly change notice tapes (see par. 6842).

3. SUBMARINE TENDERS. The above reconciliation procedures are not applicable to submarine tenders. Arrangements must be made with the Strategic Systems Project Office (SSPO) Code SP-206 for reconciliation's.

6844 SUBSTITUTE/INTERCHANGEABLE DATA

1. GENERAL. The Substitute File is used in SUADPS-RT to record substitute or interchangeable stock numbers available in the supply system for stocked items. When a substitute or interchangeable record is established in the Substitute File, the BMF record for the primary stock number will have the substitute indicator set. This indicator is used by SUADPS-RT programs to indicate the availability of substitute or interchangeable material. Instructions for updating the Substitute File are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 2.

2. ESTABLISHING RECORDS. Records may be established in the Substitute File by any of the following methods:

- a. Batch processing of an AVCAL substitute/interchangeable tape from NAVICP PHIL;
- b. Interactive processing of receipts when substitute material is provided by the issuing activity;
- c. Batch processing of change notice tapes received from FMSO each month or as a result of a BMF record reconciliation;
- d. Batch processing of a Substitute or Interchangeable Stock Number Reconciliation tape from FMSO;
- e. Interactive processing by an authorized user of the SUADPS-RT Substitute File Processing Function.

3. DELETING RECORDS. Records may be deleted from the Substitute File in one of the following ways:

- a. Interactive processing by an authorized user of the SUADPS-RT Substitute File Processing Function.
- b. Batch processing of the SUADPS-RT Substitute/Interchangeable Stock Number Reconciliation Function.

When the function is used, all records in the substitute file are deleted and reestablished by batch processing of a substitute/ interchangeable tape from FMSO (see par. 6844).

4. SUBSTITUTE OR INTERCHANGEABLE STOCK NUMBER RECONCILIATION. This program provides the capability to clear all existing substitute or interchangeable data from the SUADPS-RT files, in preparation for processing a complete substitute/interchangeable tape. Access to this function should be restricted to stock control officers and supervisors. Use of this program must be carefully considered as all existing substitute or interchangeable data will be cleared from the files and may or may not be reestablished by the FMSO data tape. This program will be processed as desired by the Supply Officer based on a review of existing substitute or interchangeable data recorded in the SUADPS-RT files. Processing will be conducted as follows:

a. Processing should not be requested until the substitute/interchangeable tape has been received from FMSO and verified as readable to avoid complete loss of substitute/interchangeable information. The tape may be requested from FMSO by letter or message and will normally be delivered in approximately two weeks. The request will be forwarded to:

Submarine tenders:

Commanding Officer
Strategic Systems Project Office
Code SP 206
Washington, DC 20376

All others:

Commanding Officer
Fleet Material Support Office
Code 9112
Mechanicsburg, PA 17055

b. Request a listing of all BMF records with the substitute indicator set. This listing will be used for old-to-new comparison. It can be produced using the Master Stock Status and Locator List Print function and the general selector (see the SUADPS-RT Support Procedures, Volume II, Chapter 6 and Appendix 19).

c. Request that ADP save the existing Substitute File to magnetic tape.

d. Request processing of the Substitute Or Interchangeable Stock Number Reconciliation (see SUADPS-RT Support Procedures, Volume I, Chapter 2).

e. Upon completion of clearing the Substitute File and processing the substitute/interchangeable tape, print another listing of BMF records with the substitute indicator set.

f. Compare the data on the before and after printed listings to determine if any major loss of data has occurred. Records for which valid data was deleted and not reestablished should be investigated. The original Substitute File saved to tape (and the printed listing) can be used to obtain data necessary to reestablish valid substitute interchangeable data which may not be recognized Navy-wide, but which may have a legitimate substitute capability at the activity.

6845 ANNUAL PRICE CHANGES

1. GENERAL. In September of each year, the Fleet Material Support Office (FMSO) will forward a price change tape to all activities. This tape will contain the latest or anticipated procurement costs experienced by the inventory managers. Unit price data must be compatible with these costs to ensure that end-use expenditures of material generate sufficient funds to finance the cost of replenishing supply system stock. This tape normally has an effective date of 1 October and will be processed in accordance with Appendix 20 of the SUADPS-RT Support Procedures. In addition to adjusting the price in the BMF, financial adjustment records will be written to the Financial Holding File to update the Financial Inventory File. Upon completion of processing the price changes, the following reports should be requested as aids in identifying erroneous price changes:

- a. Stores Account Material Management Afloat/Ship Authorized Levels (SAMMA/SAL) (see par. 6857),
- b. Stock Asset Dollar Value Extension (SADVE) (see SUADPS-RT, Support Procedures, Volume III, Chapter 3).

6846 DEMAND DATA

1. RECORDING DEMAND DATA. Recording of material usage in the BMF and related demand is essential to the proper computation of requisitioning objectives and reorder points by the Demand History Processing Function (see par. 6853). Demand data recorded in SUADPS-RT files is also used by the Fixed Allowance Management Review Function which is a valuable and necessary tool in the management of fixed allowance repairable items (see par. 6855). Demand data will normally be recorded when processing material requirements via MRE, MRI, or requisitioning functions of SUADPS-RT. There are, however, instances when DTO material is obtained by money-value-only requisitions and purchase actions or by other than normal procurement methods. The demand in these cases must be recorded directly to the files by the Demand Recording Function (see SUADPS-RT Support Procedures, Volume I, Chapter 3).

2. DEMAND FILE UPDATES. SUADPS-RT initially records the current month's demand in the appropriate demand fields of the BMF record. At the end of the month, as a by-product of monthly financial processing, demand data is transferred from the BMF to the applicable demand history files. The transfer of demand data requires specific batch job processing by data processing personnel. The FAS must ensure that the demand transfer is accomplished immediately after end-of-month financial processing. Instructions are provided in SUADPS-RT Support Procedures, Volume III, Chapter 5.

3. TRANSFERRING DEMAND DATA. SUADPS-RT provides the capability of transferring demand data between ships and activities. This capability can be especially useful to ships and MALs preparing for deployments to operations in unusual or special operating environments in which another activity has been or will be operating. When requested or directed to provide demand data, a demand transfer tape will be prepared (see SUADPS-RT Support Procedures,

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Volume I, Chapter 3). When a demand transfer tape is received from another SUADPS-RT activity, it will be input to SUADPS-RT via the Incoming Batch Transaction subsystem (see SUADPS-RT Support Procedures, Appendix 20).

4. **DELETING DEMAND DATA.** Demand data may be deleted from individual NSN records by use of the Demand Recording Function (see SUADPS-RT Support Procedures, Volume I, Chapter 3). This function should be used when the demand data recorded is verified to be erroneous or represents a one - time-only requirement that is not appropriate for use in the computation of stock levels. Demand data may also be deleted from all or selected records by use of the Deletion/Transfer Demand Data Function (see SUADPS-RT Support Procedures, Volume I, Chapter 3). Use of the delete option of this function should be restricted to supply and stock control managers and only used with the approval of the Supply Officer.

5. **DEMAND REPORTING OF LOCALLY PURCHASED ITEMS.** If procurement was processed in SUADPS-RT via a money-value-only requisition or purchase order, a report of locally purchased or manufactured NSN items will be prepared in accordance with par. 3057. The DHA and BHJ cards will be held in a Manual Suspense File until the end of the month when they will be submitted to NAVICP MECH or PHIL as appropriate.

Section V: INVENTORY MANAGEMENT REPORTS**6850 ASSET REPORTS**

1. **DESCRIPTION.** The SUADPS-RT Asset Report Function (DI 064) produces a magnetic tape report of selected data from the BMF records. Either a Quarterly Asset Report for submission to the Fleet Material Support Office (FMSO) or a Type Commander Report may be produced. Both reports cannot be produced at the same time. The reports will be produced by all SAC 207 activities and are used to determine the availability of selected items.

2. **PROCEDURES.** Instructions for completing the data entry request screen for either of the asset reports are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 2. A batch job request described in Appendix 20 of the SUADPS-RT Support Procedures must also be completed. The following options are available:

a. **Quarterly Assets Report.** This option will produce a report of all BMF records except those assigned local stock numbers or cognizance symbol 9 _ , _ I, or 1Q. The report will be produced for submission to FMSO on the 15th day of March, June, September, and December. This process is not required during ILO periods or for ReAVCALs provided that the Type Commander has notified FMSO. FMSO uses this data to determine system-wide assets.

b. **Type Commander Asset Report.** This report will contain all BMF records except those assigned local stock numbers and cognizance symbols 9M, 9Q, or 1Q. Reports produced for USID C & M activities will also exclude all Allowance Type Code 2 (AVCAL) records. This report will be produced and submitted as directed by the Type Commander or other authority.

3. REVIEW AND ACTION. The TYCOM Asset Report tape will be submitted in accordance with instructions from the Type Commander or higher authority. The Quarterly Asset Report tape will be labeled "ASSET STATUS", packaged properly, and submitted to: Commanding Officer, Fleet Material Support Office Code 99211, Mechanicsburg, PA 17055.

6851 AVCAL/COSAL ANALYSIS REPORT

1. DESCRIPTION. The AVCAL/COSAL Analysis Report (DI 009) provides data from the BMF necessary to determine the status of material support for a single APL or RIC. The report lists all NIINs supporting the APL or RIC (see sample Appendix 15) and is useful in determining the cause of inadequate levels of support identified by the AVCAL/COSAL Percentage Report. The report may also be used to verify, on an individual APL or RIC basis, data applied to the SUADPS-RT files by processing COSAL or AVCAL data tapes received from the ICP.

2. PROCEDURES. Instructions for requesting the report are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 3. An analysis report should be produced whenever the AVCAL/COSAL Percentage Report reveals a low level of material support for a particular APL or RIC or at other times when there is a need to verify or review BMF records supporting an individual APL or RIC.

3. REVIEW AND ACTION. When the analysis report is produced as a result of low-material support percentages, the report will be reviewed to identify the BMF records with on-hand or on-hand-plus dues quantity below the reorder point. Individual NSNs will then be reviewed using the BMF and BRF query functions to determine why the item is not on order (Automatic Reorder Restriction Code may be set). If on order, review the status of requisitions for possible expediting action. The BRF Query may also reveal that the material was shipped but never received and should be completed in accordance with par. 3532-3 and reordered.

6852 AVCAL/COSAL PERCENTAGE REPORT

1. DESCRIPTION. The AVCAL/COSAL Percentage Report (DI 009) provides supply managers a means to measure, by individual APL or RIC, the availability of material on - board to support shipboard and aircraft systems. The report will be produced from data in the BMF and APL or RIC files as appropriate. The report will list all (or selected) APLs and RICs, the total number of BMF records supporting the APL or RIC, and the percentage of BMF records meeting the following conditions:

- a. Records with an on-hand quantity greater than zero,
- b. Records with an on-hand quantity equal to or greater than the reorder point,
- c. Records with an on-hand quantity plus stock due quantity equal to or greater than the reorder point.

2. PROCEDURES. Instructions for requesting the report are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 3. The report should be produced monthly after demand history processing and a stock reorder have been completed. Type commanders may require ships preparing for deployment to produce the report more frequently as an aid in monitoring load-out progress. Activities should also produce the report after processing major changes to the AVCAL or COSAL allowances (e.g., ILOs, Re-AVCALs). The general selector may be used to restrict the report from one to twenty specific APLs or RICs.

3. REVIEW AND ACTION. The report will be reviewed to identify specific APLs or RICs for which the displayed percentages indicate that material onboard or on order is not sufficient to properly support the applicable equipment or system. Individual Type Commanders have established minimum acceptable percentages for the various users and their instructions should be consulted when reviewing this report. Upon completion of the review, an AVCAL/COSAL Analysis Report should be requested for any APL or RIC with low percentages requiring detailed record research and possible corrective action. The report may also prove useful after processing COSAL or AVCAL data from the ICP to verify that all APLs or RICs included in the allowance document are applied to the SUADPS-RT files.

6853 DEMAND HISTORY PROCESSING

1. INTRODUCTION. Demand history processing (DI 073) is the automated SUADPS-RT management function used to maintain the range and depth of stock material at levels consistent with the policy established by OPNAVINST 4441.12 (series). Initial stock levels (requisitioning objective and reorder point) are established based on applicable allowance and load list quantities. These initial stock levels will then be adjusted so that they reflect an activity's actual demand experience. The proper setting of stock levels will determine to a large extent an activity's ability to satisfy customer requirements and to attain the supply effectiveness levels prescribed by Fleet and Type Commanders. Demand history processing will compute the BMF Average Monthly Demand (AMD), requisitioning objective and reorder point (high and low limits) from data recorded in the historical demand files (see par. 6846), and the demand-based-item (POS) criteria specified by the Type Commander. In addition, the following file maintenance actions will be accomplished.

a. Allowance type codes will be updated, as necessary, based on the allowance quantity fields that are set, the frequency of demand recorded, or the fact that a substitute or interchangeable relationship with an allowed item has been established in the basic material and substitute files.

b. BMF records will be deleted when a record for a nonallowed item has no on-hand or due quantity, no demand recorded in the past twelve months, and the BMF No Drop Indicator is not set.

c. Historical demand file records over 24 months old will be deleted.

2. RECORDS EXCLUDED.

a. BMF records in the following categories will be automatically excluded from demand history processing except that historical demand file records over 24 months old will be deleted:

- (1) Q COSAL records;
- (2) Cognizance symbol 9X, 8A, or 0I;
- (3) Records that have the limit indicator set by the user.

b. The General Selector Function may be used to exclude any other records desired by the Supply Officer. Use of the general selector is explained in the SUADPS-RT Support Procedures, Appendix 19.

c. Historical demand file records for months in which demand experience is not considered normal may be excluded using the Exclusion of Months Function explained in of the SUADPS-RT Support Procedures, Volume I, Chapter 3. Periods to be excluded may include but are not limited to post deployment standdown periods, overhaul periods, or months in which flight operations were limited or not conducted. The decision to exclude specific months of demand data must be made by the Supply Officer or other responsible supply manager.

3. PROCEDURES. Instructions for requesting demand history processing are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 3. Access to the function will be granted only to officers and senior enlisted personnel designated by the Supply Officer. The Demand History Processing Function will be scheduled in accordance with instructions issued by the appropriate Type Commander. Normally, this will be on a monthly basis to maintain realistic stock levels which reflect the activity's current demand experience. USID A and T activities are required to accomplish demand history processing immediately after load list processing is completed. Activities undergoing ILO or ReAVCAL evolution's will normally not adjust stock levels until the applicable allowance list processing is completed and normal supply operations are resumed.

4. OPTIONS. The Demand History Processing Function is one of the most complex SUADPS-RT programs. The management options, variable data elements, and computation formulas used by the programs are explained in the SUADPS-RT Support Procedures, Volume I, Chapter 3. Type commander inventory management instructions provide specific guidance concerning the demand history processing parameters to be used by individual activities.

5. REVIEW AND ACTION. In addition to updating the BMF to reflect changes in allowance type codes, average monthly demand, requisitioning objective, and reorder points, a nine part Demand History Processing Report will be produced (see sample Appendix 15). Page 1 of the report is a Glossary, showing the request parameters. The reports will provide summary and detailed information that correspond to changes made to BMF records. These reports must be reviewed by responsible supply managers and supervisors to detect erroneous data and initiate corrective action as necessary prior to scheduling other supply evolution's which are based on BMF stock levels (e.g., stock replenishment, offloads).

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a. Part 1 - Summary of Changes. The report will provide summary totals, by money value, of the requisitioning objective and reorder point before and after processing. The net money value change in stock levels will also be shown. Record counts will be displayed for BMF records that had the requisitioning objective changed, were added to or deleted from the demand based item (POS) category, were assigned allowance type code 4, 6, 7, 8, or 9, or were dropped from the BMF. The Summary of Changes will be reviewed and compared to previous reports to determine if the overall changes to the BMF were consistent with past experience. It will also be reviewed to ensure that there are no changes which are indicative of erroneous processing or improper request parameters. Examples of this would be a large increase or decrease to RO/RP, excessive number of records added to or deleted from the DBI (POS) category, or a specific AT code.

b. Part 2 - Detail Report of Changes. The report will provide, by ledger code and allowance type codes (1-5), a summary by money value and record count of changes made to the BMF. The Detail Report of Changes will be used in conjunction with Part 1 to isolate questionable changes to RO or RP to a particular ledger and allowance type code. Except when demand history processing is run by USID A and T activities as a result of load list processing, record counts for individual allowance type codes should remain fairly consistent; and monetary changes should be consistent with increases or decreases to the DBI (POS) category of the SAMMA/SAL Report.

c. Part 3 - Inadequate Demand History. This listing contains detail records for BMF records in the DBI (POS) category that have a demand history of less than six months. The average monthly demand computation for these items has been subjected to special considerations explained in the SUADPS-RT Support Procedures, Volume I. Each record, and the demand data displayed, must be reviewed and a determination made as to the adequacy of the computed RO and RP. Stock levels will be adjusted as necessary using the Change BMF Record Function in accordance with the SUADPS-RT Support Procedures, Volume I, Chapter 2. This report is optional and will only be received when specified in the request parameters.

d. Part 4 - High Demand Listing. This listing contains those BMF records for which the newly computed average monthly demand (AMD) is significantly greater than the old AMD. The records selected will be determined by the demand trend test percentage specified in the request parameters. The High Demand Listing will be reviewed to determine the validity and cause of the increased demand data displayed. Demand that is obviously erroneous or can be attributed to one-time-only special projects should be deleted using the Demand Recording Function explained in the SUADPS-RT Support Procedures, Volume I, Chapter 3. The RO/RP should be adjusted using the Change BMF Function to prevent requisitioning excess material. This report is optional and will not be produced if the demand trend test percentage is not specified.

e. Part 5 - Low Demand Listing. This part of the report will list those BMF records for which the newly computed average monthly demand (AMD) is significantly lower than the old AMD. The records selected will be determined by the demand trend test percentage specified in the request parameters. The Low Demand List will require research and discussion with previous users to determine the reasons causing the decrease in usage. For items determined to be

seasonal or deployment material, adjustments to BMF stock levels will be made using the Change BMF Function in accordance with the SUADPS-RT Support Procedures, Volume I. Consideration should also be given to assigning a local management code and setting the limit flag indicator in the record. If research reveals that material is being obtained by money-value-only procurement documents from Servmart facilities or commercial sources, then procedures must be changed to ensure that demand data is recorded upon receipt of material. This will also be required if material is being obtained by customers from sources outside the supply system.

f. Part 6 - Records Changed From AT Code 4 To AT Code 6. This report will list those BMF records assigned to the excess category due to lack of demand during the period specified in the request parameters. This report must be reviewed and research conducted to determine why the material is no longer being used. If research reveals that material is being obtained by money-value-only procurement documents from Servmart facilities or commercial sources, then procedures must be changed to ensure that demand data is recorded upon receipt of material. This will also be required if material is being obtained by customers from sources outside the supply system. Material on this listing will be subject to offload processing, if adjustments to the AT code cannot be justified.

g. Part 7 - Records Changed To AT Code 4. This report will list those BMF records added to the demand-based category due to demand experienced during the period specified in the request parameters. Each item should be reviewed to determine if the item should actually be stocked. Items such as furniture, bedding, operating space material, publications, special clothing, and other material normally obtained as needed will not be stocked. BMF records for these items will be changed to AT Code 8 and the limit indicator will be set to prevent the item from migrating to AT Code 4 in the future. Depot level repairable items appearing on this report will require submission of an allowance change request in accordance with par. 2105 (except Allowance Type Code 2 and 3 items for USIDs A and T) prior to the item being stocked.

h. Part 8 - Error Listing. This is a listing of those records in the BMF that could not be included in the demand history processing because of an error condition in the unit price field. Records appearing on the Error Listing must be reviewed and corrective action taken as necessary dependent on the error condition specified on the listing. In most instances, this will require assignment of a unit price to the BMF record via the Local Change Notice Action Function described in of the SUADPS-RT Support Procedures, Volume I, Chapter 2.

i. Part 9 - Records Dropped From The BMF. The Listing of Records Dropped from the BMF will be reviewed to determine if a record may have been dropped because legitimate demand data was not being recorded properly. This is most likely to occur for items readily available from Servmarts and commercial sources when money-value-only documents are used. When appropriate, the record will be established on the BMF with the no-drop indicator set. Previous demands will be recorded and procurement procedures modified to ensure that demand is properly recorded in the future. This is an optional report and will only be produced if requested by the user.

6854 DTO DUE WITH MATERIAL ON-HAND REPORT

1. DESCRIPTION. This report (DI 071) will provide supply managers with a listing of outstanding DTO requisitions for which the BMF indicates material may be available in stock. The output from this report will consist of a printed listing (see sample Appendix 15) of BMF records with an on-hand quantity greater than zero and outstanding DTO requisitions. The report is produced in NIIN sequence and will include selected data elements from the BMF and DTO requisition records.

2. PROCEDURES. Instructions for completing the data entry screen are provided in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2. A batch job request screen must be completed as described in Appendix 20 of the SUADPS-RT Support Procedures. The DTO Due With Stock On-Hand Report should be requested on a weekly basis for priority indicators 1 through 6, and at least once each month for other requirements. The following options are available to the requester of the report and control the requisition records that will be included in the report.

a. Requisition Priority. This option allows selecting only those requisitions with specific priorities for inclusion in the report and may be used to produce separate reports for high priority (01-08) and routine requirements (09-15).

b. Canceled Requisitions. Selection of this option will cause DTO requisition records with a previously processed cancellation request to be included. These records are normally excluded from the report on the assumption that the requirement no longer exists and issue from stock would not be desired.

c. General Selector. The general selector provides the capability to tailor the report to specific elements in the Basic Requisition File (BRF). Instructions for use of the general selector are provided in Appendix 19 of the SUADPS-RT Support Procedures.

3. REVIEW AND ACTION. Each item on the report will be researched to determine if the BMF on-hand quantity is valid and material is actually available to partially or fully satisfy the existing requirement. The necessary research and processing steps are as follows:

a. Review prior reports to determine if the record has been previously researched and resolved.

b. Review the Material Transaction Ledger to determine if the BMF on-hand quantity has been increased subsequent to processing of the DTO requisition.

c. Review the BMF record using the query function to determine if the PICTIC field is set to B indicating that a warehouse refusal has occurred and corrective action has not been processed. A spot inventory of the item should be requested and processed in accordance with par. 6803.

d. When the on-hand quantity is verified, the applicable work centers will be notified that material is available to partially or fully satisfy an existing DTO requirement.

e. The customer work center must initiate a new material request with a new document number if the available material is to be issued.

f. The outstanding DTO requisition will be canceled in accordance with par. 3834. Should the material be received, it will be diverted or returned to stock in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 5.

g. The results of the research conducted and actions taken will be annotated on the listing retained in a separate file. The retained copies provide a history of research accomplished and may prevent the duplication of effort.

6855 FIXED ALLOWANCE MANAGEMENT REVIEW (FAMR) REPORT

1. **DESCRIPTION.** The Fixed Asset Management Program (DI 101) specifies that allowance quantities for MTR items will not be adjusted based on levels processing and that all allowance changes must be approved by the ICP. The Fixed Allowance Management Review Report (FAMR) (see sample Appendix 15) provides management with a summary listing of NSNs which may require changes in allowance quantities based on demand history processing. The report is produced in NIIN and part number sequence and will be titled based on the selection criteria (i.e., Aviation-Increase, Aviation-Decrease, Surface-Increase, Surface-Decrease). The FAMR contains a number of data elements, the most significant being the proposed change in allowance quantity as indicated by the allow (current allowance) and the prop (proposed allowance) data fields. The FAMR will be used to substantiate submission of Allowance Change Requests - Fixed (ACR-F) NAVSUP Form 1375 for either an increase or decrease in repairable allowance quantities (see par. 2105 and the SUADPS-RT Support Procedures Manual, Volume I, Chapter 3).

2. **PROCEDURES.** The FAMR is produced via batch processing requests as described in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 3. The FAMR will be produced monthly and reviewed immediately after the completion of levels computation (demand history processing). All options which apply to the activity USID (i.e., Increase/Surface, Increase/Aviation, Decrease/Surface, Decrease/Aviation) will be produced and reviewed monthly. To ensure compatibility with non-repairable demand processing, the level of stock (months) and base period parameters should be the same as those used during the previous levels computation program. The variable percentage parameter will be assigned by the Supply Officer based on experience and TYCOM policy.

3. **REVIEW AND ACTION.** The FAMR will be reviewed and marked to designate possible ACR-F candidates based on the variable percentage parameter established by the Supply Officer. After marking, the following steps are recommended:

a. Review the demand for designated items (see Demand Query Function, SUADPS-RT Support Procedures Manual, Volume II, Chapter 2) for unusual and possible one-time demands which may have inaccurately inflated proposed allowance computations. If demand is in fact true and constant, mark the FAMR Good Demand.

b. For items marked Good Demand, the ordering department/unit will be contacted to verify why the repairable was ordered. For those items ordered to support own ship's equipment, the COSAL will be reviewed to ensure APL support for such a piece of equipment. If equipment is not supported, see par. 2104.

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- c. Review outstanding ACR-Fs to eliminate submission of duplicate requests.
- d. Prepare and submit ACR-Fs (see par. 2105) to support allowance quantity changes in accordance with TYCOM directives (see par. 2100). A copy of each ACR-F will be retained for monthly review and to monitor ICP response.
- e. The FAMR will use the same demand data (except for the current and earliest month) as the FAMR for the previous month. If dramatic or excessive allowance quantity changes are reflected, the parameters input to request the report should be reverified for accuracy before further review.

6856 MASTER STOCK STATUS REPORT (MSSR)

1. DESCRIPTION. The MSSR (DI 011, see sample Appendix 15) is a management aid that provides a statistical analysis by range and depth of an activity's current stock status. The report may be used to monitor the progress of a major loadout or to identify categories of material with low stock availability. The report will display, by cognizance symbol and allowance type code (1 through 4), a record count and percentage of BMF records with zero on hand (NIS), with on hand greater than zero (depth), and with on hand equal to or greater than the requisitioning objective (range).
2. REPORT REQUEST PROCEDURES. Instructions for requesting the MSSR are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4. The MSSR is produced as desired by the Supply Officer or other authority. It is recommended that the report be scheduled weekly during major stock replenishment evolution's, such as deployment loadouts, ReAVCAL, or ILO shortage processing to monitor the progress of the receiving process. The General Selector Function explained in the SUADPS-RT Support Procedures, Appendix 19 may be used to produce the report for selected categories of material that can be identified by one or more BMF data elements.
3. REVIEW AND ACTION. The MSSR will be reviewed to identify any report category of material with low stock availability. Before corrective action can be accomplished, it will be necessary to identify the applicable BMF records using the MSSLL print and general selector functions (see par. 6822). After identification, the records will be reviewed to ensure that the item is on order and that status indicates the requirement is active in the supply system. Expediting or follow-up action will be accomplished if necessary. Procurement action will be initiated for material shortages not on order. During periods when a large volume of material is being received, it may also be necessary to determine if a backlog of unprocessed stock receipts exists or is present on the Suspense File and actual material on hand is not included in report totals.

6857 STORES ACCOUNT MATERIAL MANAGEMENT AFLOAT/SHIP AUTHORIZED LEVELS (SAMMA/SAL)

1. DESCRIPTION. The SAMMA/SAL (DI 008) is an important management report for SAC 207 inventory managers. It is designed to provide the data necessary to evaluate an activity's overall inventory position based on data recorded in the Basic Material File. Information provided by the report will alert supply managers of the need to either review stock replenishment policies, initiate requisition cancellation requests, perform stock offloads, or review and correct erroneous conditions in BMF records. Formulas used in the computation of SAMMA/SAL captions are explained in the SUADPS-RT Support Procedures, Volume I, Chapter 4. The SAMMA/SAL Report (see sample Appendix 15) consists of a glossary section and five report parts in matrix format by stores account (NSA/APA), NWCF budget project, or cognizance symbol and allowance type code for predetermined categories. A complete description of each of the report parts is provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4.

2. PROCEDURES. The report will be requested in accordance with instructions provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4. SAMMA/SAL processing will produce a magnetic tape file that is used as input to SUNOOR processing which should be requested immediately after running the SAMMA/SAL. The tape will include data from each BMF record that was included in the unauthorized on order (UOO) caption (equivalent of RAO). The SAMMA/SAL Report will be produced in accordance with policies established by the Type Commander but no less than once each month. Normally, the report will be produced after the monthly change notice and demand history processing have been accomplished. The report should also be produced prior to, and immediately after, major processing evolution's that result in large scale changes to the BMF (new COSAL, ReAVCAL, major offload evolution, annual price change tape, etc.). Access to the SAMMA/SAL functions will normally be restricted to stock control supervisors, officers, and superiors in the supply department organization. When requesting the SAMMA/SAL reports, the following options are available which affect report computations and records used by the programs:

a. Order and Shipping Time Factor. This value, specified in number of months, is used by the computer in the computation of the SAL (shipboard authorized level) value. It should be the same as the OST value specified in the demand history processing parameters. Use of different OST values can distort the SAL computation and will result in misleading values being reported. OST values to be used are specified in applicable Type Commander instructions.

b. True Assets Option. When the option to produce a True Assets Report is selected, excess assets from BMF records are applied to shortages in other records when a substitute/interchangeable relationship has been established. Use of this option is normally required by Type Commanders since it provides a more accurate evaluation of the activity's stock posture and true ability to support the supply mission.

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c. Economic Retention Variable. This mandatory value determines the level of material that will be included in the economic retention category of the report. This material, although in excess, is not required to be included in routine offload evolution's due to its low monetary value. When a value is not specified by the user, SUADPS-RT has been programmed to use \$20.00. This value is only used during program computations for records having the DBI indicator set and should be the same as that used in demand history processing parameters.

d. General Selector. The general selector allows supply managers to tailor the SAMMA/SAL Report to any category of material (i.e., specific Cogs requiring more visibility based on previous SAMMA/SAL reports) that can be identified by one or more data elements in the Basic Material File. The general selector will normally not be used when producing reports to be submitted to the Type Commander or other authority. Instructions for the use of the general selector are provided in the SUADPS-RT Support Procedures, Appendix 19.

3. REVIEW AND ACTION. As the single most valuable material management report available in the SUADPS-RT program inventory, the SAMMA/SAL must receive top level management review. The report will identify problem areas and can be used to plan, monitor, and evaluate management evolution's such as allowance list processing, stock reorders and offloads, change notices, and other BMF maintenance actions to ensure maximum support in the supply mission. The Automated SNAP I Management Procedures (NAVSUP P-568) provides a detailed discussion of suggested SAMMA/SAL review and corrective action procedures. The SAMMA/SAL report will be submitted to external activities in accordance with the applicable Fleet or Type Commander instructions.

6858 SUMMARY OF UNAUTHORIZED ON ORDER REPORT (SUNOOR)

1. DESCRIPTION. SUNOOR (DI SUN) is a SUADPS-RT management function designed to provide the data necessary to evaluate the status of a unit's excess stock on order caused by change notice action, demand history processing, or frequent stock reorders using the top-off option. Data for the report is obtained from the SAMMA/SAL output tape (see par. 6857-2) and the basic requisition and status files. The output from the SUNOOR process will consist of a matrix report and two detailed listings (see samples Appendix 15) as follows:

a. The matrix report titled Summarization of Unauthorized on Order Report provides a breakdown by money value and requisition record count for specific AT codes within APA Cogs or NSA budget projects. The data is shown for five major categories as follows:

- (1) Requisitions with AC/AK/AP status recorded.
- (2) Requisition candidates for partial cancellation.
- (3) Requisition candidates for full cancellation.
- (4) Requisitions with BA/AS.

(5) Requisitions with AC/AK/AP status recorded, over XX days with no supply response (XX equals the days specified or the 30 days' default).

b. Detailed Listing.

(1) Candidates for Full or Partial Cancellation Listing. This provides a detailed listing of stock requisitions requiring submittal of cancellation requests based on the current BMF AT code, reorder objective, and on-hand quantity. Each item will be reviewed and a cancellation request submitted via interactive mode or on a Batch Request for Cancellation of Stock Dues Function explained in par 3839.

(2) Canceled Stock Items Over XX Days Without Supply Response. This listing will contain requisitions for which cancellation requests were submitted (over XX days) and for which cancellation or shipping status has not been received. The list will be received and action taken to either submit additional cancellation requests, input administrative cancellation transactions, or review and survey material based on supply department instructions.

2. PROCEDURES. The SUNOOR Request Function is contained in the SUADPS-RT Inventory Management Subsystem. The request will be completed in accordance with the instructions provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4. In addition, a batch job request must be initiated as outlined in Appendix 20 of the SUADPS-RT Support Procedures. SUNOOR should be requested each month, immediately following the request for the SAMMA/SAL Report. The only option available when requesting the SUNOOR is to specify a number of days between 01 and 99 to be used in the computation of overdue responses to previous cancellation requests. SUADPS-RT is programmed to use 30 days if a value is not specified by the user.

3. ACTION AND REVIEW. The matrix report provides supply managers with the data necessary to determine the overall status of requisitions for unauthorized stock material. Based on the data presented, the Cancellation Request for Excess Stock Dues Function (see par 3839) may be requested or the detailed listings may be used to selectively cancel or follow-up on previous cancellation requests (see par 3834 for individual cancellation requests). The SUNOOR should be reviewed prior to, and after, the monthly demand history process to identify changes in allowance type codes that affect the unauthorized condition (i.e., AT 4 moved to 6). The Automated SNAP I Management Procedures (NAVSUP P-568) provides detailed procedures for reviewing the SUNOOR.

6859 INVENTORY ADJUSTMENT REPORT

1. GENERAL. The Inventory Adjustment Report (Report 34, see sample Appendix 15) is produced automatically as part of the monthly financial process (see SUADPS-RT Support Procedures, Appendix 18). The report will list all inventory gains, losses, and surveys processed during the month. The report will be reviewed and compared to the causative research records to ensure that all adjustments have been researched in accordance with the requirements of pars 5125-5134. Survey transactions appearing on the report will be compared to approved survey documents (DD Form 200) to ensure that all processed survey transactions are properly documented. Financial personnel will compare the monetary value of the report to the value of inventory adjustments and surveys included in the monthly Financial Inventory Report (FIR).

2. USID C AVIATION FUEL. When an inventory adjustment or survey is posted for aviation fuel, a separate fuel report will be produced. A copy of the report will be mailed to the appropriate Type Commander and a copy of the summary page of Report 34 will be mailed to Naval Inventory Control Point, Code 01424, Mechanicsburg PA 17055-0788. Negative reports are required and will be submitted by message.

6860 SUPPLY EFFECTIVENESS REPORT

1. DESCRIPTION. The Supply Effectiveness Report (Report 10) provides the Supply Officer with an overview of the supply department's efficiency in fulfilling material requests from end-users. The report (see sample Appendix 15) will provide, for each applicable category by cognizance symbol in a matrix format, the number of demands received, issued, not-carried (NC), and not-in-stock (NIS). Percentages will be computed for net and gross supply effectiveness using formulas defined in the SUADPS-RT Support Procedures, Appendix 18.

2. PROCEDURES. A Supply Effectiveness Report will be automatically produced each time financial processing (DI 100, see par. 9520) is accomplished. Each Type Commander will establish minimum acceptable supply effectiveness standards for the demand categories applicable to subordinate activities.

3. ACTION AND REVIEW. The report will be reviewed by the Supply Officer and other appropriate supply managers to ensure that performance standards are being met and, if necessary, to initiate corrective action. Supply effectiveness may be adversely affected by any of the following (a complete review of supply operations may be necessary to determine problem areas):

a. Incomplete or inaccurate allowance lists will result in a lack of support for installed equipment or weapons systems and will be reflected by low gross supply effectiveness;

b. Infrequent stock replenishment will lead to increased NIS demands and low net supply effectiveness;

c. Failure to process transactions from the suspense and issue pending files will affect the report by lowering the demands received and issued captions and net effectiveness percentage;

d. Failure to record issues processed off-line using post-post procedures;

e. Failure to consider substitutes in the issue process;

f. Improper Tech Edit processing, failure to verify APL data (Quantity Per Application) to ensure that quantity requested does not exceed the quantity per application;

g. Failure to perform inventories and location audit programs;

h. Poor Requisition File maintenance, overaged shipping status/ESD/BM status/BD status without follow up action;

i. Demand Processing Parameters not properly set.

4. DISTRIBUTION. The Supply Effectiveness Report will be submitted, in accordance with the Type Commander's directives, to the following external activities:

- a. NAVICP MECH (0331) (Surface Only)
- b. NAVICP PHIL (03431) (Aviation Only)
- c. Combat Logistics Force Commander, if appropriate.

6861 DLR CARCASS TRACKING REPORT

This report provides NAVICP MECH and PHIL with DLR issue and turn-in dates for input to carcass tracking systems. It is produced automatically as a by-product of SUADPS-RT financial processing. Instructions for requesting financial processing are provided in the SUADPS-RT Support Procedures, Volume III. Additional information concerning this report is contained in par. 8330-3.

6862 MONTHLY REPORT OF ISSUES OF CONTROLLED DRUG SUBSTANCES (USID A AND T ACTIVITIES)

The Monthly Report of Issues of Controlled Drug Substances (Report 34) is used to report the issue, transfer, or cash sale of controlled substance items to the Naval Medical Command. Items with an FSC of 65 and a security code of R or Q will be included in the report. The report consists of a printed listing for each UIC involved (see sample Appendix 15) and will be produced automatically each time monthly or yearly financial processing is requested. Instructions for requesting financial processing are provided in the SUADPS-RT Support Procedures, Volume III. The printed report will be submitted in duplicate to:

NAVAL MEDICAL LOGISTICS COMMAND
Fort Detrick
Frederick, MD 21702-5015
Attn: Code 31-3.

In addition, a copy of the applicable section of the report should be forwarded to the Controlled Substance Officer for each UIC included in the report.

6863 MAINTENANCE DATA SYSTEM (MDS) REPORTING

1. DESCRIPTION. The maintenance data system requires the reporting of material consumed in the performance of maintenance actions on shipboard and aircraft systems. SUADPS-RT satisfies this reporting requirement by accumulating supply and maintenance information in the Aviation Maintenance File (AMR) and Surface Maintenance File (SMR). Each of the MDS reports (Report 91 - Surface MDS, Report 96 - Aviation MDS) will consist a magnetic tape (labeled RAS001 for aviation and TDA091 for surface) and two printed listings (see samples Appendix 15) as follows:

Inventory Management

6864

(1) The MDS Local Stock Number Listing will be produced for maintenance material identified by local stock numbers.

(2) The MDS Consumption Report Listing provides summary totals of the records on the magnetic tape.

2. PROCEDURES. During SUADPS-RT financial processing, data in the AMR and SMR will be used to produce the aviation (Report 96) and surface (Report 91) MDS consumption reports. The MDS reports will be automatically produced each time (daily, weekly, monthly, or yearly) financial processing is requested. Instructions for requesting financial processing are provided in the SUADPS-RT Support Procedures, Volume III.

3. REVIEW AND ACTION. The Local Stock Number Listing must be reviewed and a description of the item identified by the local stock number must be added to each record. The annotated listing will be submitted with the magnetic tape to the appropriate maintenance system functional area supervisor.

6864 DEMAND REPORTING (USID A AND T ACTIVITIES)

1. DESCRIPTION. The Demand Report (Report 57, see sample Appendix 15) is used to provide NAVICP MECH and the Navy Resale Systems Office with demand data experienced by combat logistics force ships. The information provided is a primary source of data for developing effective tender and fleet issue load lists. The report consists of a magnetic tape, cards (USID A only), and record image printed listing.

2. PROCEDURES. The report is submitted monthly and is automatically produced each time monthly or yearly financial processing is requested. Instructions for requesting financial processing are provided in the SUADPS-RT Support Procedures, Volume III. Distribution is as follows:

a. The magnetic tape will be labeled DEMAND REPT - BCM TAPE - NAVICP MECH and mailed to the following address:

Commanding Officer
Naval Inventory Control Point (Code 0331)
P.O. Box 2020
Mechanicsburg, PA 17055

b. USID A ships will mail the 1Q cognizance symbol cards to:

Commanding Officer
Navy Resale and Services Support Office
Fort Wadsworth
Staten Island, NY 10305

6865 MISCELLANEOUS REPORTING REQUIREMENTS FOR SUBMARINE TENDERS

1. TRANSACTION ITEM REPORTING. Transaction item reporting is required by submarine tenders for material with cognizance symbol 2P, 8P, 8X, and Cognizance Symbol 2S with a SMIC of X1. The Strategic Systems Project Office (SSPO) may designate other items for reporting. Items designated by SSPO must have a serial number control indicator (SNCI) of 1 set in the Repairable Material File. Instructions for setting the SNCI are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 2. Transactions designated for reporting are accumulated in the Submarine Transaction File. Periodically, as directed by Type Commander instructions, the report will be produced and forwarded to the SSPO. The report is provided via the External Record Release Function explained in Chapter 4 of the SUADPS-RT Support Procedures, Volume II.

2. PMO BMF REPORT (ATLANTIC FLEET USID T ACTIVITIES). Atlantic Fleet Submarine Tenders (USID T) are required to submit to the Polaris Material Office Atlantic a modified copy of the BMF on magnetic tape. USID T submarine tenders will submit the tape quarterly (March, June, September, and December) in accordance with Type Commander instructions. The PMO BMF Tape is created by the PMO Report Function explained in Chapter 6 of the SUADPS-RT Support Procedures, Volume II.

6866 SUSPENSE REPORT

1. DESCRIPTION. The Suspense Report (see sample Appendix 15) is a listing of all transactions in the Suspense File that could not be processed by SUADPS-RT programs, whether entered into the system at a terminal or via the Batch Processing Function. Transactions will be listed by suspense and error code and then in document number sequence and each transaction will be assigned a suspense or error code and a brief description to indicate the reason the transaction could not be processed. If the suspense transaction is maintenance-related, the matching maintenance data records (DIs X91, X92) will also be displayed. An asterisk (*) in the note column to the right on the report indicates that the record was displayed for information purposes only and has been deleted from the Suspense File. All other transactions remain in the Suspense File until corrective action is taken.

2. PROCEDURES. The report, in addition to being produced automatically on a daily basis, may also be initiated by the user through the Produce Suspense Report Function (see SUADPS-RT Support Procedures, Volumes II, Chapter 2).

3. REVIEW AND ACTION. All transactions appearing on the Suspense Report may be reviewed and cleared on-line by the Suspense Processing Function (see SUADPS-RT Support Procedures, Volume II, Chapter 2). Supply officers must ensure that the suspended transactions are reviewed and corrective action is taken on a daily basis. Expenditure transactions suspended for insufficient quantity must be spot inventoried and the inventory adjusted, or, if applicable, a receipt record must be input to increase the on-hand quantity in the BMF record.

6867 STOCK CONTROL REVIEW LISTINGS

1. GENERAL. The purpose of the Stock Control Review Listing is to provide notification of transactions which could not be processed and may require corrective action. The listing must be reviewed on a daily basis by appropriate personnel and action taken to correct erroneous transactions or records. Some examples of listing headers are as follows (see SUADPS-RT Support Procedures, Appendix 23 for complete listing of headers):

a. Unit of Issue Difference Report. This report provides a listing of all items for which the storeroom storekeeper indicated a difference between units of issue on the picking ticket and on the material or bin tag. The correct unit of issue must be determined and either the material or the BMF changed with local change notice (see sample Appendix 15).

b. Spot Inventory Aids Report. This report provides a listing of all items which experienced either a partial or total warehouse refusal during the issue process. The items must be spot inventoried and appropriate adjustments made to the BMF record (see sample Appendix 15).

c. Information/Action Listings. This portion of the report will list transactions which meet programmed criteria for review by supply managers and supervisors. Each record will be identified with a message stating the reason it was selected. Transactions will be grouped by type of message and include high money value transactions, receipt reversals processed, surveys processed, DLR transactions, and new BMF records established. The report must be reviewed and action initiated in SUADPS-RT to correct any erroneous transactions previously processed (see sample Appendix 15).

6868 ABORT REPORT

The Abort Report will be produced daily and provide information as to why a SUADPS-RT function was unable to process to completion. The report will identify the function in process, the user, and the condition that caused the abort. The abort condition will be identified by the abort and input/output (I/O) status codes. These codes are defined in the SUADPS-RT Guide for Functional Area Supervisors. The report must be reviewed by the SUADPS-RT FAS, and recurring abort conditions should be discussed with the SNAP Systems Coordinator. If a recurring problem cannot be resolved locally, assistance should be requested from SPAWARSYSCEN.

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AFLOAT SUPPLY PROCEDURES

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CHAPTER 7

PACKAGING AND TRANSPORTATION

Part A: PACKAGING AND LABELING GUIDE FOR 2M REPAIRED ELECTRONIC COMPONENTS

7000 INTRODUCTION

The purpose of this Part is to provide the basic requirements for packaging Circuit Card Assemblies (CCAs) and Electronic Modules (EMs) for return from 2M repair station to the Naval Supply System as Ready For Issue (RFI) items. CCAs and EMs packaged by Fleet units will be packaged to meet the minimum standards in the following paragraphs.

7001 GENERAL REQUIREMENTS

1. **PACKAGING OVERVIEW.** Electrostatic Discharge Sensitive (ESDS) CCAs and EMs being returned to the supply system as RFI material must be packaged per the minimum standards described in this guide. Supply Afloat Fleet and Field Packaging Procedures, NAVSUP Publication 484, contains an illustrated packaging guide to meet these requirements. The minimum standard ESDS environment, handling precautions, cleaning, packaging and labeling requirements are specified herein. Reuse of original packaging materials is encouraged. Packaging must be free of holes and tears in the body of the material. Unless otherwise specified, quantity per unit pack will be one. Military Standards, Handbooks and Specifications listed in this guide may be requested by letter from the Naval Publication and Forms Directorate of the Naval Inventory Control Point, 5801 Tabor Avenue, Philadelphia, PA 19120-5099. Phone numbers are DSN 442-2179 or Commercial (215) 697-2179. For recommended ESDS tools and packaging materials for 2M work stations see par. 7003.
2. **NOT READY FOR ISSUE ITEMS.** CCAs and EMs found to be not ready for issue (NRFI) should be repackaged using these same parameters to ensure against further degradation during transit to an IMA or a repair depot.
3. **CLASSIFIED MATTER.** Classified CCAs and EMs must be packed in containers which completely conceal the contents. Containers will be sealed to prevent tampering or premature opening, and in a manner that contents cannot be inspected without displaying visual evidence of forcible opening.

7002 DETAILED REQUIREMENTS

1. REPAIR ENVIRONMENT. All CCAs and EMs shall be considered ESD sensitive and therefore must be handled, prepared and packaged at certified 2M stations or other sites authorized as ESD safe. The Electrostatic Discharge Control Handbook for Protection of Electrical and Electronic Parts, DOD-HDBK-263, and Electrostatic Discharge Control Program, MIL-STD 1686A, contain detailed ESDS packaging procedures. Personnel certified as 2M repair technicians will be trained in repair procedures and approved methods for effective protection of ESDS components during inspection, test, repair, packaging, storage and transport.
2. HANDLING PROVISIONS. Handling of CCAs and EMs must conform with specific ESD precautionary provisions as detailed in these guidelines and standards. The following overall policies apply:
 - a. Certified 2M repair personnel will be trained in ESDS handling to include proper utilization of work stations, clothing/habitat requirements and related environmental controls. Only authorized and properly grounded personnel are permitted in the work area.
 - b. Repair personnel should avoid all activities and materials which create static electricity.
 - c. Packaging should not be opened, removed or applied unless within the confines of the ESD work station.
 - d. In transporting ESDS items to and from the work area, appropriate conductive trays/covers and static free liner materials should be used; items should not be transferred by hand within the work station unless completely ESD protected or when both operators are properly grounded.
3. CLEANING. Items shall be cleaned by any process which will accomplish thorough cleaning without causing damage. Use of dry filtered air available at the 2M work station is recommended. Disassembly to ensure proper cleaning or preservative treatment will be restricted to the minimum degree necessary unless specifically authorized. Cleaning will not be conducted in a manner that would infringe or default the manufacturer's implied or expressed warranty. Further information regarding cleaning techniques and specifications is available in methods of preservation, MIL-P-116, available from NPFC.
4. REPAIR UNIT IDENTIFICATION LABEL. A Repair Unit Identification Label shall be affixed to the body of each repaired unit. The label must specify: command/activity performing repair; date repaired; and name of the 2M technician. The label shall be applied to an area which does not interfere with circuit operation and shall not be placed on terminals, components, leads, or contacts. A repair Unit Identification Label will also be placed on the outside of the vapor barrier bag.

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5. **PRESERVATION AND PACKAGING.** Recommended ESD Packaging materials and tools are identified in par. 7003. CCAs must be considered ESD sensitive unless otherwise specified. The illustration on the following page demonstrates a basic method of packaging ESD items. Additional information is available in NAVSUP Publication 484, Supply Afloat Fleet and Field Packaging Procedures. The following minimum packing standards are required:

- a. Ensure the item is labeled with a Repair Unit Identification Label as described in par. 4 above.
- b. Apply ESD free, non-corrosive conductive material to exposed leads and connector pins to ensure a common potential.
- c. Completely wrap in electrostatic free vapor barrier material as indicated in par. 7003. This material meets MIL-B-81705, Type I. Use original packaging if available and free of holes.
- d. Wrap the item in ESD free cushioning as indicated in par. 7003. This material meets PPP-C-1842, Type III. Reclosable cushioned pouches conforming to MIL-P-81997, Type I or II, may be used in lieu of the initial wrap or cushioning. NSNs for a selection of these pouches are provided in par. 7003.
- e. The cushioned unit will be packaged in a heat sealed water vapor-proof barrier bag fabricated from barrier material, as listed in par. 7003. This material conforms to MIL-B-81705, Type I.
- f. Label the barrier bag as described in par. 7 below.

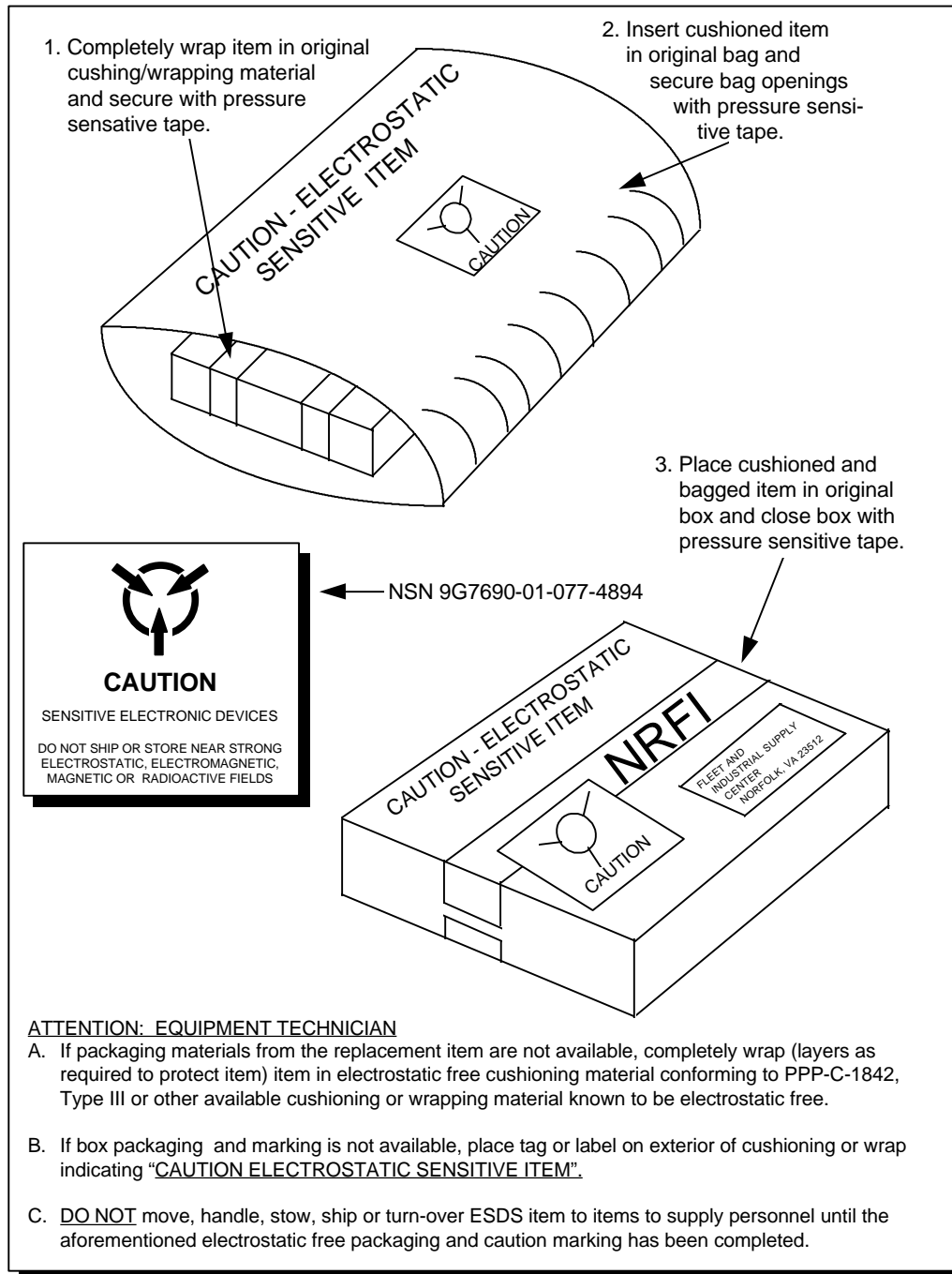
6. **REUSABLE CONTAINERS.** After packaging and labeling, the item shall be placed in a molded reusable container or a reusable weather resistant fire retardant fiberboard container. A selection of representative containers is listed in par. 7003. Closure of the molded reusable container shall be waterproof pressure sensitive tape. Closure of the fiberboard container shall be stripable tape. A label as specified in par. 8 below will either be attached to the fiberboard container or placed in the reusable container label holder (as appropriate).

7. **MARKING.** Unit, intermediate, and exterior packs containing sensitive electronic devices susceptible to damage from environmental field forces such as electrostatic, electromagnetic, magnetic or radioactive fields shall be marked per MIL-STD-129 as follows:

- a. **Unit Packs.** Unit Packs shall be marked with the Sensitive Electronic Device Label as specified in par. 7003. This label may be either locally procured or reproduced if required. If unavailable, unit packs may be manually marked with the Sensitive Electronic Device Symbol and the Statement: "DO NOT OPEN EXCEPT AT APPROVED FIELD FORCE PROTECTIVE WORK STATION".
- b. **Intermediate and/or shipping containers.** A sensitive electronic device caution label per par. 7003 will be placed on one side of each intermediate container. Two larger labels (NSN 7690-01-077-1156) shall be placed on each exterior container (one on the identification marked side and one on the opposite), provided the container exceeds one-half cubic foot. Smaller exterior container will be marked in the same manner.

"HOW TO PACKAGE ELECTROSTATIC SENSITIVE ELECTRONIC DEVICES"

Practically all circuits board and electronic modules contain electrostatic sensitive components. The Equipment Technician should wrap these items in the conductive wraps they came in. If "pink poly bubble wrap" is not available, (NSN 9Q 8135-01-057-3605 and 9Q 8135-01-057-3607) plain aluminum foil may be used.



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8. LABELING. Labeling of unit packs is per MIL-STD-129 and will consist of the following:
 - a. Identification as "2M Repaired"; date of repair; repair activity; name of repair technician;
 - b. NSN/NATO stock number;
 - c. CAGE and manufacturer's part number;
 - d. Item identification;
 - e. Quantity and Unit of issue (U/I).

7003 MATERIAL RECOMMENDATIONS

1. MATERIALS AND SPECIAL TOOLS. The following is a list of materials and special tools recommended for ESD free workstations. Repair tools listed are designed to eliminate ESD if used properly. A complete list of tools/materials required for 2M stations is contained in NAVSEA TE000-AA-HBK-010/2M.

Electrostatic Free Packaging Materials And Special Tools

<u>Item</u>	<u>Model Number</u>	<u>NSN</u>
Meter, Electrostatic	300	9G 6625-01-220-1514
Solder Removal Tool	AS196	9G 3439-01-064-1811
Soldering Iron, Electrical	1102-0004	9G 3439-00-134-9202
Static Eliminator	APMB	9G 3694-01-240-4630
Wrist Strap, Ground	30113	9N 5985-01-134-9623
VERTROD Heat Sealing Machine	13A	9Q 3540-00-299-9811

2. STOCKING LEVELS. The following is a list of recommended initial stocking levels for repackaging materials on a small combatant. An ample supply of these materials is recommended for the 2M work center to facilitate ESDs packaging for components being returned to shipboard stocks or the Navy Supply System. A more comprehensive list of applicable National Stock Numbered repackaging materials is provided in NAVSUP Supply Afloat Fleet and Field Packaging Procedures (NAVSUP P-484, NSN 0530-LP-484-0020).

Recommended Repackaging Material Stocking Levels

<u>Item</u>	<u>NSN</u>	<u>U/I</u>	<u>QTY</u>
Barrier Material MIL-B-81705, Type I	9Q 8135-00-092-3220	RO	1
Cushioning, Pink PPP-C-1842, Type III	9Q 9135-01-057-3605	BD	1

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<u>Item</u>	<u>NSN</u>	<u>U/I</u>	<u>QTY</u>
ESDS Caution Label 2"x 2"	9G 7690-01-077-4894	RO	1
ESDS Caution Label 4" x 4"	9G 7690-01-077-1156	RO	1
Cushioned Plastic Pouch MIL-P-81997, Type I ASO SPI 80132-12261			
4" x 6"	9Q 8105-00-137-9132	EA	10
6" x 8"	9Q 8105-00-137-9133	EA	25
8" x 12"	9Q 8105-00-137-9135	EA	25
10" x 12"	9Q 8105-00-137-9136	EA	25
12" x 12"	9Q 8105-00-137-9131	EA	25
Molded Reusable Containers (2).			
These are larger containers than what might be used in many cases, but the selection reduces the number and types of containers stocked.			
8" x 6" x 3"	1RM 8145-00-260-9556	EA	10
12" x 10" x 5"	1RM 8145-00-260-9562	EA	10
14" x 12" x 5"	1RM 8145-01-014-0440	EA	10

Part B: GENERAL TRANSPORTATION GUIDANCE

Section I: INTRODUCTION

7100 SCOPE

Parts B and C of this chapter explain how an afloat supply officer makes outgoing shipments of General Cargo, Hazardous Material and Unaccompanied Baggage, with special emphasis on Depot Level Repairables (DLRs) being returned under the Advanced Traceability and Control (ATAC) program to Designated Overhaul Points (DOPs) for repairs. It is important for afloat supply officers to become knowledgeable about shipping. The shortage of repairables coupled with the increased emphasis on repairables management places more responsibilities on afloat supply officers to ensure that these items are shipped without any complications. The preferred method of shipping mailable DLRs is by certified mail. Detailed instructions for shipping ATAC DLRs are found in par. 8322 and NAVSUPINST 4421.20 series.

7101 SHIPMENT PLANNING

Shipment planning is a necessary element in assuring a successful shipment. Answers to the following three basic questions are required to make the transportation system work: (1) What is the item? (2) Where is it going (final destination)? (3) When must it arrive at destination? Without this information, the shipment may be delayed enroute or never arrive at the destination. The initial documentation, e.g., DD Form 1348-1A, or other source documents, must provide the shipper with enough information to answer the three basic questions above. If not, the shipment should not be made until this information is available. As indicated in Part B, Section II of this chapter, mail is the preferred means of moving material to or from ships. However, mail must not be used for high priority shipments with project codes ZR5, ZV2, ZV6, or FBM/TRIDENT material.

7102 SHIPMENT PREPARATION

1. GENERAL. Material must be prepared and packaged to minimize damage during shipment. NAVSUP PUB 484 illustrates basic packing and labeling methods and explains how to prepare reusable containers for shipment. This publication provides actual do it your self packaging procedures designed for ships or stations having only limited packaging material. See par. 8324 for further guidance on packaging of repairables. Important points to remember when preparing material for shipment are as follows:

a. Remove or obliterate all old transportation and/or shipping markings on reusable containers. Item nomenclature markings should not be removed from reusable containers.

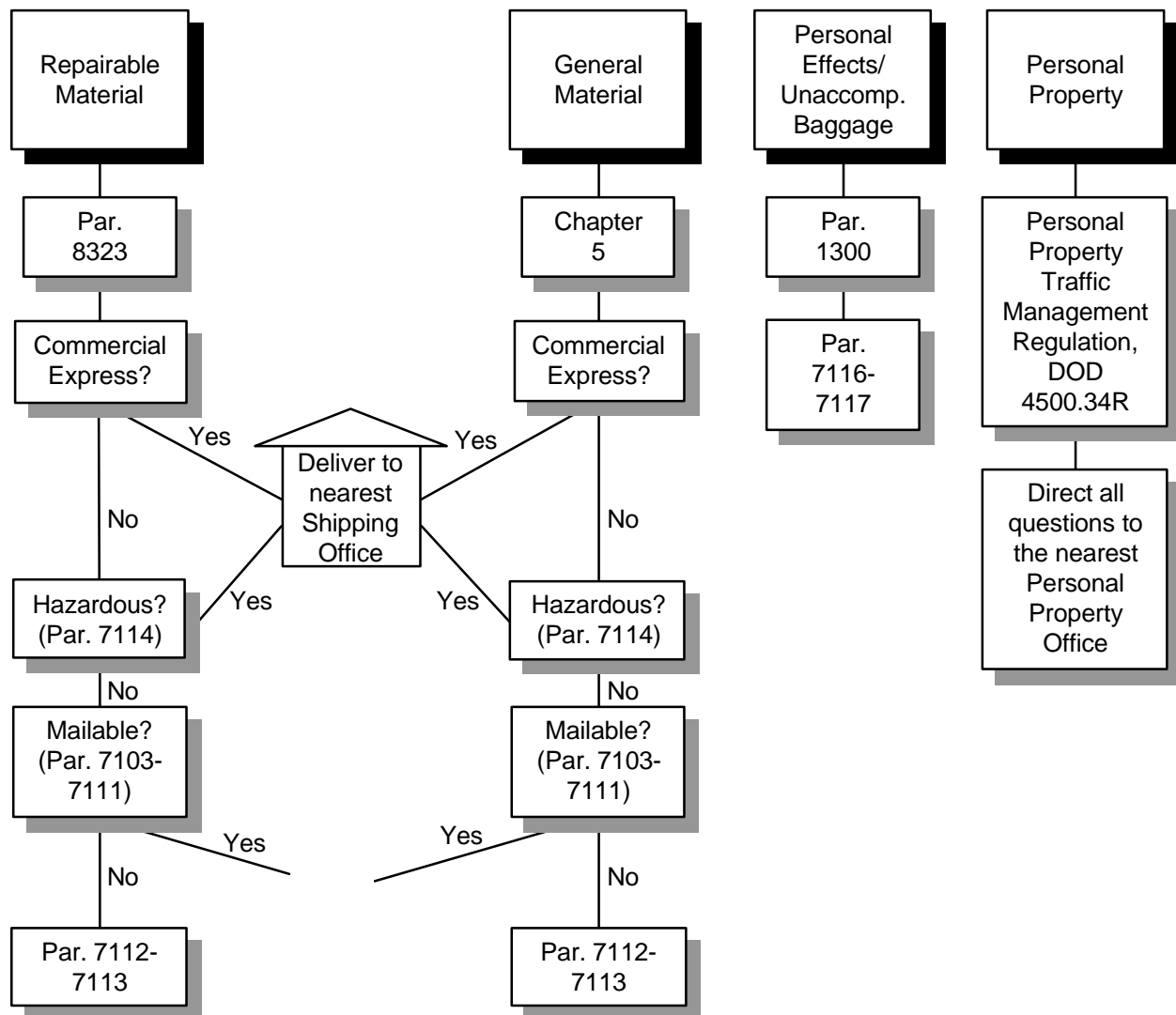
b. Overpack materials only when necessary to prevent damage in transit. Over-packing is not necessary when a reusable container is available or when an item is turned into an ashore activity for shipment. Over-packing should be held to a minimum in order to avoid additional Second Destination Transportation (SDT) charges.

c. Deliver shipments to the fleet unit designated to handle transshipment material or the nearest ashore supply/shipping activity when adequate packaging facilities are not available. Mail is the primary means of moving material to and from ships except where restricted by size/weight (see par. 7104). All items not eligible for mail will be forwarded for movement within the Defense Transportation System (DTS) in accordance with procedures in Part B, Section III.

d. When shipping via multipack, ensure that all items in the multipack are destined for a single consignee under the same priority. Particular attention must be given to the method of packing to ensure heavy items are in the bottom.

2. MATERIAL CATAGORIES. The following decision diagram identifies various references to be used when shipping different categories of material.

DECISION DIAGRAM FOR SUPPLY AFLOAT MATERIAL TRANSPORTATION



Section II: MAIL

7103 GENERAL

1. GENERAL. Mail is a primary and preferred means of moving material from and to ships. Mailable material includes any papers or materials which meet U.S. Postal Service standards relative to weight, size and physical properties. Materials specifically not authorized to be mailed are listed in par. 7111. Special instructions for mailing controlled drugs, small arms and classified matter are addressed in this section. The different types of special mail services and mailing procedures include Registered Mail, Insured Mail, Certified Mail, and Military Official Mail.

7104 WEIGHT AND SIZE LIMITATIONS

1. GENERAL. Postal Service standards relative to weight, size, and physical properties are contained in the U.S. Postal Service Regulation. To compute length and girth: measure the longest side of the parcel to get the length; measure around the thickest part of the parcel to get the girth; add the length and girth. GSA Express Small Package contract should be used whenever possible for shipments over 11 ounces or Issue Group I and II. The weight limitations for mailable material, as specified in the U.S. Postal Service Domestic Mail Manual, are as follows:

<u>Weight</u>	<u>Type of Shipment</u>	<u>Postal Class</u>
0-11 ounces	All mailable material	Use first class mail
over 11 ounces	NMCS, PMCS, CASREP, SEEREP, MICAP, 999, 777, and material critical to flying or marine safety	Use priority mail
over 11 ounces	Issue Group I or II (TP1 or 2) shipments consigned to mobile units and overseas activities (including Alaska and Hawaii) e.g., activities served by FPOs.	Use priority mail
over 11 ounces	Issue Group III (TP3) shipments consigned to mobile units and overseas activities (including Alaska and Hawaii) e.g., activities served by FPOs.	Use standard mail A or B
over 11 ounces	Issue Group I, II or III (TP1, 2 or 3) shipments consigned to activities within CONUS, consignee located within 300 miles of shipper	Use standard mail A or B
over 11 ounces	Issue Group I or II (TP1 or 2) shipments consigned to activities within CONUS, consignee located beyond 300 miles of shipper	Use priority mail
over 11 ounces	Issue Group III (TP3) shipments consigned to activities within CONUS, consignee located beyond 300 miles of shipper	Use standard mail A or B

7105 EXTERNAL MARKINGS

The "Postage and Fees Paid Department of the Navy DOD-316" has been deleted due to the metering of all government mail. It will not be imprinted in the upper right corner of envelopes, labels, tags or wrappers used to transmit official mailable matter, including that sent by any of the special services described in Section III. "Official Business" will be imprinted in the upper left corner below the sender's return address. Markings indicating the mail classification and/or type of special service, when appropriate, will be stamped on the address side of the parcel. Ensure that the City, State and Zip Code are on the last line of the address and that no other information appears below it. For shipment within your local area do not apply postage. For additional information and guidance see OPNAVINST 5218.7 series. The consignee's address will be entered as indicated in Appendix 7 (Routing Identifiers), the Standard Navy Distribution List (SNDL), NAVSUPINST 4421.20 series for repairables, or other appropriate directives.

7106 SMALL ARMS

Parcels containing unloaded small arms for official use are mailable under conditions specified by postal regulations. These regulations state that small (less truckload) shipments of arms will be made via U.S. Postal Service (USPS) when economically advantageous to do so. Such parcels, when properly packaged and addressed for delivery to military activities or individuals for use in connection with their official duty, are acceptable for mailing when offered by an authorized agent of the Federal Government. Full information may be obtained from postal authorities. Packages containing small arms, whether mailed or shipped will bear no external markings indicating the nature of their contents. Small arms forwarded by the U.S. Postal Service will be sent as registered mail (return receipt requested) and their registry slip furnished the sender will be attached to the ship's retained original of the DD Form 1348-1A. When a receipted copy of the DD Form 1348-1A is returned from the consignee, it also will be filed in the expenditure file with the retained original copy. Personally owned weapons will not be mailed.

7107 CLASSIFIED MATTER

1. GENERAL. Matter classified as Top Secret will be transmitted as prescribed in Chapter 8 of the Department of the Navy Information Security Regulation (OPNAVINST 5510.1 series). Material classified as Secret and lower may be sent via mail as prescribed in Chapter 6 of the Department of the Navy Official Mail Management Instructions (OPNAVINST 5218.7 series). All classified material must remain under U.S. custody and control at all times. Material classified as Secret or Confidential will be transmitted by one of the following means:

a. Registered mail shall be used for the transmission of all Secret material, NATO Confidential, and all other Confidential material mailed to an FPO/APO address.

b. Certified mail shall be used for the transmission of Confidential (other than NATO Confidential) addressed to contractor facilities cleared for access to classified information under the DOD Industrial Security Program or to any NON-DOD agency of the Executive Branch.

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c. Regular first class or priority mail shall be used for the transmission of Confidential (other than NATO Confidential) addressed to DOD activities located anywhere in the United States and its territories.

7108 NARCOTIC AND DRUG ABUSE CONTROL ITEMS

The U.S. Postal Service will accept and forward parcels mailed containing narcotics and drug abuse control items which meet the weight and size limitations prescribed in par. 7104; however, each parcel must be consigned as registered mail to the medical officer of the activity to receive the material. The actual value of the shipment will be declared at the time it is tendered to the U.S. Postal Service. In no instance will parcels be so marked as to disclose their contents or value.

7109 SPECIAL DELIVERY AND SPECIAL HANDLING

The use of special delivery or special handling is not authorized for use by the Department of the Navy.

7110 MILITARY OFFICIAL MAIL (MOM)

MOM is a special procedure approved by the U.S. Postal Service for providing air transportation of official stamped mail (B) at a rate which is considerably cheaper than that for priority mail. MOM may also be used for official periodicals and standard mail (A) if considered essential to timely delivery. However, MOM only provides air transportation between overseas Military Post Offices (MPOs) and a CONUS gateway terminal (i.e., San Francisco CA; Seattle WA; New York NY; or Miami FL). Within CONUS and between civil addresses in CONUS (any address which does not indicate an FPO or APO number), Alaska, and Hawaii, "MOM" stamped mail is moved by surface transportation. MOM is not authorized for mailing IG 3 parcels.

7111 UNMAILABLE MATERIAL

1. GENERAL. Unmailable material includes all material which, by statute, regulation or treaty stipulation, is prohibited from being sent through the U.S. Postal System. Such unmailable matter includes:

- a. poisons, caustics, acids and alkalis;
- b. oxidizing materials, flammable liquids and flammable solids;
- c. materials which, while being transported, are likely to cause fires due to friction, absorption of moisture, spontaneous chemical changes or heat retained from manufacturing or processing;
- d. ammunition and explosives;
- e. containers previously used for shipping high explosives such as dynamite;
- f. intoxicating liquors;

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g. materials subject to damage from freezing and permanently magnetic materials with unconfirmed fields, unless such materials are moved by surface transportation;

h. radioactive, combustible, gaseous, liquid, perishable materials, and items subject to plant quarantines are either unmailable or subject to special mailing conditions. Further information may be obtained from local postal authorities and the U.S. Postal Service Domestic Mail Manual. Additional information is available in the Hazardous Material Information System (DOD 6050.5-LR) (see par. 8206).

Section III. FREIGHT SHIPMENTS

7112 COMMERCIAL AND FLEET TRANSSHIPMENT PROCEDURES

For other than mailable material requiring shipment, the material and copies of the invoice DD Form 1149, DD 1348-1A, DD Form 1384, or other shipping authority will be delivered to the fleet unit designated to handle the transshipment of material or the nearest supply officer of a shore based supply/shipping activity for forwarding to destination as specified in pars. 7113-7117. The Supply Officer must refer to NAVTRANS for guidance. When such action is impossible, supply officers afloat will make required shipments in accordance with instructions obtained from either the nearest shore based naval activity (United States Naval attaches included), other military service commands or United States consular officials, in the order listed. In an emergency, when this procedure cannot be employed and shipment must be made on commercial bills of lading, transportation charges of carriers will be paid by the cognizant disbursing officer. Commercial bills of lading will be prepared and furnished to the carrier. When material is turned over to a United States Navy ship for transshipment to a third ship, a fleet unit designated to handle transshipment material or a shore based supply/shipping activity, it will be covered only by an invoice, DD Form 1149 or DD Form 1348-1A, issued to the final consignee activity.

7113 DEFENSE TRANSPORTATION SYSTEM (DTS)

1. GENERAL. The DTS is that portion of the worldwide transportation infrastructure that supports DOD transportation needs in peace and war. The DTS consists of those military and commercial assets, services, and systems organic to, contracted for or controlled by the Department of Defense, except for those that are service unique or theater assigned.

2. PROCEDURES. CONUS shipments generally move by a commercial carrier on GBL/CBL and do not use Transportation Control Movement Document (TCMD), DD Form 1384. The TCMD is normally used to ship material in the DTS (i.e. shipments originating from an overseas point). When a TCMD is not available, a DD Form 1348-1A may be used if the essential transportation data is included. The TCMD/DD Form 1348-1A must be turned into the fleet unit designated to handle transshipment to its final destination. Shipment may also be directly inserted into the transportation system by obtaining a clearance from the nearest Air Clearance Authority (see par. 7119).

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3. DOCUMENT PREPARATION. Most of the data elements needed to prepare transportation documentation are available from supply (MILSTRIP) documentation. Extensive information on DTS shipping paperwork may be found in Military Standard Transportation and Movement Procedures (MILSTAMP), DOD 4500.32.R. The DD Form 1348-1A or the DD Form 1149 is used as the primary source document. This paragraph provides the basic information needed to prepare a shipping document (see sample TCMD and 1348-1A on pages 7-17 & 18).

TCMD 1348-1A

<u>Block</u>	<u>Block</u>	<u>Data Elements/Description</u>
1	cc 1-3	Document Identifier. Enter TX1 for general cargo, TJ1 for hazardous or TE1 for ammunition. All hazardous shipments must also be identified with "hazardous" in the clear.
3	2	Consignor. Include UIC.
4	17	Commodity and Special Handling. This defines the type of cargo you are moving. Enter the nomenclature and the applicable code as follows: AD - Supplies and equipment for aircraft, hazardous AZ - Supplies and equipment for aircraft ND - Ships parts, hazardous NZ - Ships parts HD - Electrical items, hazardous HZ - Electrical items
5		Air Dimension. Use "A" unless any single dimension (L, W, or H) exceeds 72". Use "Z" if greater than "72" and include the dimensions as an additional entry.
8	cc 77	Mode of shipment. See Appendix 5.
9	18	Type pack. Enter appropriate code as follows: BX - Box CO - Container CT - Carton DB - Duffle Bag FK - Foot Locker PC - Piece
10	cc 30-44	Transportation Control Number. A TCN has 17 positions. If, in response to a MILSTRIP requisition, a TCN is being constructed, the first 14 positions are the MILSTRIP Document Number. If card column 44 (Suffix) of the DD 1348-1A is blank, the 15th position of the TCN will be "X". If card column 44 (Suffix) is coded, then the 15th position of the TCN will be that Suffix Code. The 16th position of the TCN is a partial shipment code. If all of the shipment unit (the basic entity for documentation, movement clearance and marking) will be shipped together on one vehicle, place an "X" in the 16th position of the TCN. "X" indicates that the entire shipment is given to the carrier at one time or as a complete shipment. In the event that more than one vehicle is required to move the shipment unit (partial shipments),

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TCMD 1348-1A

Block Block

Data Elements/Description

prepare a TCMD for each vehicle or increment on which the shipment is moved and assign a TCN to each document. The 16th position will be different for each partial shipment; "A" will be assigned to the 16th position of the first partial shipment. The second and remaining shipments, if required, will have a "B" through "Z" (omitting "I", "O" and "X") in the 16th position. The 17th position is the split shipment code and is reserved for use by the transshipment activity. The shipper always assigns an "X" to the 17th position of the TCN. If a shipment (complete or partial) must be split at a transshipment activity (e.g., a port of embarkation), the transshipment activity will change the 17th position of the TCN.

11 3 Consignee. Include UIC.

12 cc 60-61 Transportation Priority (TP). The determining factor for Transportation Priority (TP) is primarily the RDD. There are three TPs as follows:

If PD is 01-08 and RDD is 999, N__ or E__ use TP1

If PD is 01-08 and RDD is 555 or 777 use TP2

If PD is 01-15 and RDD is 444 use TP2

If PD is 01-15 and RDD is blank use TP3

13 cc 62-64 Required Delivery Date. Construct in accordance with par. 3050.

14 cc 57-59 Project Code. See Appendix 6.

15 Date material was actually shipped.

16 Estimated Time of Arrival (ETA). Enter the number of days required to move the shipment to the AMC POE (if known).

17 16 Transportation Account Code (TAC). This code pays for the shipment. Enter the appropriate TAC as follows (for cogs not shown contact the nearest shore activity shipping department):

<u>Cog</u>	<u>TAC</u>	<u>Description</u>
1R	N501	Aeronautical, photographic and meteorological material (repairables)
2Z	N528	Shore (ground) and shipboard electronic equipment
4R	N502	Catapult and arresting gear
6R	N503	Aeronautical ground support equipment
7E, 7G, 7H, 7Z	N504	DLR/AVDLR
7R	N517	DLR/AVDLR
	N662	Urine samples

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BASIC INFORMATION REQUIRED ON A DD 1348-1A TO COMPLETE THE TCMD

1. TOTAL PRICE 60000.00															2. SHIP FROM V03367					3. SHIP TO N00189																			
4. MARK FOR																																							
5. DOC DATE 61700															6. NMFC 61700					7. FRT RATE					8. TYPE CARGO					9. PS									
10. QTY. REC'D CT															11. UP 1					12. UNIT WEIGHT 75					13. UNIT CUBE 4					14. UFC					15. SL				
16. FREIGHT CLASSIFICATION NOMENCLATURE TAC N504																																							
17. ITEM NOMENCLATURE ELECTRONIC INSTRUMENT, ELECTRON TUBE																																							
18. TY CONT CT															19. NO CONT 1					20. TOTAL WEIGHT 75					21. TOTAL CUBE 4														
22. RECEIVED BY R.L. Evans																				23. DATE RECEIVED 6/8/97																			

24. DOCUMENT NUMBER & SUFFIX (30-44) V03367 7159 4778															25. NATIONAL STOCK NO. & ADD (8-22) 5960 00 6818036 FE														
26. ISSUE RELEASE/RECEIPT DOCUMENT 24. (25-46) 25. (23-24) 26. (25-29) 27. (64-46) 28. (74-80) EA 00001 A 7N 6000000																													

27. ADDITIONAL DATA Ship From: V03367 USS J.F. KENNEDY (CV-67) FPO AE 01234-5678 Next Dest UIC: () FGC: P/N: Remarks:															Ship To: N00189 FISC Norfolk Norfolk, VA 23512 Issue Doc Num#: JC/N: S/N:															Approved For Transfer: I.M. Simple I.M. Simple, LT, SC, USN									
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	---	--	--	--	--	--	--	--	--	--

7114 HAZARDOUS MATERIAL

1. GENERAL. Hazardous material refers to any material (specified by the Department of Transportation, Federal Aviation Agency, United States Coast Guard, federal or military agency) which under conditions incident to transportation is liable to cause fires, create serious damage by chemical action, or create a serious transportation hazard. It includes materials classified as explosive, flammable, corrosive, combustible, oxidizing, poisonous, compressed gas, toxic, and radioactive.

2. CERTIFICATION. DOT/Coast Guard/FAA regulations require that hazardous shipments be certified for shipment by the shipper. Certification can be accomplished by a graduate of an appropriate DOD hazardous shipment course. Due to potential risk of legal liability to the shipper, it is recommended that afloat units turn in hazardous material to an ashore activity for shipment.

3. PACKAGING. Packaging of hazardous materials is a specified procedure. Close adherence to required instructions, publications, and manuals is required and assistance should be obtained from packaging and transportation personnel at supporting activities. All hazardous materials shall be accompanied with a 1348-1A indicating that this is dangerous and may require further packaging consideration. DOD 6050.5LR identify hazardous materials and data needed for marking, labeling and preparing shipping documents.

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7115 MAGNETIC SHIPMENTS BY AIR

Certain types of cognizance symbol "N" material, such as magnetrons, require magnetic shielding prior to air shipment. Refer to NAVSUP Pub 484 for basic instructions; then, obtain assistance from the supporting activity.

Section IV: PERSONAL EFFECTS AND UNACCOMPANIED BAGGAGE**7116 GENERAL**

Upon receipt of personal effects from inventory boards, supply officers afloat will be responsible for the custody, storage, security, shipment and disposition of personal effects, including maintenance of adequate records. Personal effects include property belonging to absentees, deserters, legal next of kin of missing or deceased personnel, persons declared to be mentally or physically incapacitated, and persons transferred under orders. Unaccompanied shipment of personal effects originating from deployed ships and overseas locations must have copies of the individual's orders and a proper customs certification attached. Further information is provided on absentees, deserters, deceased, and incapacitated personnel in pars. 1300-1303.

7117 TRANSFER UNDER ORDERS

1. GENERAL. Crew members with transfer orders should be instructed to contact the nearest personal property transportation officer to arrange for packing and pick-up of his/her effects. The member should take at least eight copies of his/her transfer orders. When a member transfers while at sea, the Supply Officer or his designated representative should expeditiously deliver the member's property to the nearest Navy personal property offices at the first opportunity (world wide personal property transportation offices (PPTOS) are listed in Appendix 21). The representative should be careful to obtain the member's written desires about the shipment of his/her effects, if possible.

2. DOCUMENTATION. Copies of the member's Application or Shipment and/or Storage of Personal Property (DD Form 1299) and original inventory should be mailed to the member at his/her leave or temporary duty address, as necessary (see sample DD 1384 on following page). Use TF1 as the DIC for unaccompanied baggage. The commodity and special handling codes should be indicated as JZ in block # 4. The remaining blocks are based on the information in the person's orders.

Part C: AIRLIFT AND TRACING

Section I: AIRLIFT

7118 AIRLIFT CLEARANCE AUTHORITY (ACA)

The ACA controls the movement of air eligible materials. All shipments originating overseas, moving by commercial air and weighing over 100 pounds must be cleared/routed by the overseas ACA. Shipments originating in CONUS with overseas destination moving by Air Mobility Command (AMC) or commercial air, regardless of the weight, must be cleared/routed by NAVTRANS Norfolk, VA. ACAs are geographically located throughout the world, mainly at major naval installations and within CONUS at NAVTRANS Norfolk, VA. ACAs will challenge shipments based on certain criteria, as shown in par. 7121. Appendix 22 lists the Navy ACAs worldwide.

7119 AIRLIFT CLEARANCE PROCEDURES

Obtaining a clearance/routing from an ACA is accomplished by submitting (by telephone, electrically transmitted message (ETM), etc.) the complete information on the Transportation Control and Movement Document (TCMD) to the appropriate ACA prior to shipping. The shipper will release the shipment identified in the advance TCMD if the ACA does not challenge the shipment. If the shipment is challenged, the ACA will advise the shipper when to release the shipment and the method of transportation to be used, whether air or surface.

7120 AIRLIFT CHALLENGE

1. GENERAL. The philosophy of the challenge program is to question the requisitioner/consignee at the time material is available for shipment as to whether air transportation or surface shipment will meet the end user's requirements. The objective of the program is to ensure that the needs of the user are met while reducing the expenditures of transportation funds. Your unit may receive a challenge message on high priority material. If so, a rapid response to the message will ensure rapid movement of your requisitioned cargo. All air shipment challenges for Submarine Force units will be addressed to the monitoring activity identified by the first digit of the distribution code (card column 54).

2. CHALLENGES. Except when otherwise exempt, all shipments of Navy funded/sponsored material offered for airlift are subject to challenge. The ACA will challenge the requirement to airlift cargo based on the following criteria:

- a. weight exceeds 100 pounds;
- b. shipment volume exceeds 15 cubic feet;
- c. requisition date is more than 90 days old;
- d. transportation charges are more than \$4000.

3. EXEMPTIONS. The following shipments are exempt from the challenge criteria in subparagraph 2 above:

- a. RDD is 999;
- b. "W" or "G" series requisitions that are less than \$4000 in transportation costs;

7121 GREENSHEET, COURIER AND SPECIAL HANDLING

1. GENERAL. During the clearance process, activities may advise the ACA of shipments that fall into one or more of the following categories:

- a. Shipments that require expediting (Greensheet action). Greensheet is a procedure where specifically identified Navy cargo in the AMC system gains movement precedence over other priority Navy cargo, including 999 shipments. Requests for this service are closely screened and must be kept to a minimum.
- b. Shipments that are accompanied by couriers or monitors.
- c. Shipments that require special handling, e.g., environmental control, hand to hand receipt, RESHIP, hazardous/dangerous cargo, etc. Extreme care will be used to ensure that proper consignment and routing instructions are used for shipments consigned to ships and mobile units as their addresses are not normally stationary.

Section II: EXPEDITING AND TRACING

7122 VENDOR RECEIPT EXPEDITING PROGRAM (VREP) SHIPMENTS

Information, tracing, and expediting requests for Vendor Receipt Expediting Program (VREP) shipments should be directed to the Naval Transportation Support Center (NAVTRANS), Norfolk, VA (ATTN: Code 031.2). Telephone numbers are DSN 564-8201 and COMM (757) 444-8201/8207.

7123 PROCEDURES

1. GENERAL. Tracing is the method used to determine the status of an item in the transportation system. These procedures are contained in Chapter 9 of the MILSTAMP Manual (DOD 4500.32R). The DTS (MILSTAMP) tracing procedures enable the requisitioner to go directly from the supply pipeline into the transportation pipeline to trace a shipment. This is accomplished after the mode of shipment status is received from the shipping activity. Before initiating tracer action, the responsible activity or shipper must ensure that:

- a. The normal transit time or specified RDD has elapsed and undue delay has occurred.
- b. Data necessary to initiate tracer action has been received (i.e., TCN, date of shipment lift and POE/APOE). The tracer request with Document Identifier Code "TM1" will be forwarded, based on shipment origin, to the appropriate activities as follows:

WHERE TO SEND TRACER REQUEST

<u>Shipment Origin:</u>	<u>Forward Tracer To:</u>
CONUS Outbound air	NAVTRANS Norfolk, VA
CONUS Outbound ocean	NAVTRANS Norfolk, VA
Western Area	CDR, MTMCWA Oakland/MTWITD//
Eastern Area	Use RIC RUEOBMA and address to CDR MTMCEA, (MTEIT) Bayonne, NJ 07002
From Overseas	Contract shipper or last known holder of material

Note: Trident Refit Facility (TRF), Kings Bay GA (Code 500, Routing Identifier Q6R), is responsible for tracing all FBM Program shipments for Atlantic Fleet units and all applicable tracer requests should be directed to TRF instead of the transportation activity noted above. Submarine Logistics Support Center (SLSC) Pacific, Bremerton WA, is responsible for tracing all Issue Group I FBM Program shipments for Pacific Fleet Units and all applicable tracer requests should be directed to SLSC vice the transportation activity noted above.

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AFLOAT SUPPLY PROCEDURES

CHAPTER 8: SPECIAL MATERIALS

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CHAPTER 8

SPECIAL MATERIALS

Part A: CONTROLLED EQUIPAGE

- ➔ As per Chief of Naval Operations message 112209Z MAY 99, NAVOP 004/99, Inter-Deployment Training Cycle (IDTC) Workload Reduction Update, Paragraph 1D, the Controlled Equipage Program is cancelled. Owing to the impact on readiness and/or the financial implications of replacing material formally designated Controlled Equipage, it is still incumbent upon all hands to maintain positive control of such items. Identification of material requiring such control and appropriate procedures for safeguarding same rest with the Commanding Officer. Survey and Missing, Lost, Stolen or Recovered Property (MLSR) reports for types of material formerly designated as Controlled Equipage will be submitted only when material meets other survey/MLSR criteria as per pars. 5125-5134. NAVSUP remains the technical authority for development and implementation of methods to maintain accountability of government property. Questions may be addressed to NAVSUP Code 4B2E, at 717 605-6136, DSN 430-6136.
- ➔ It is recommended that issues of Palm Pilots, personal assistant computers, be documented with the completion of a "Page 13" entry in service record. These Palm Pilots remain government property and should be retained by the government upon an individual's termination of Naval Service.

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→ Part B: PRESENTATION SILVER AND OTHER VALUABLE GIFTS**Section I: GENERAL****8100 INTRODUCTION**

Presentation silver and gold presents us with a vast number of time capsules, each representing a unique exchange and many with a fascinating tale to tell. The circumstances surrounding each presentation piece provoke our curiosity and raise questions about specific people, places and events that beg to be answered.

Presentation silver is considered to be “priceless”, and many of the skills used in creating it are a “lost art” and of irreplaceable artistic expression.

Title 10 U.S. Code, Section 7221 authorizes the Secretary of the Navy to accept and care for gifts of silver and other valuable articles presented to United States ships by states, municipalities, organizations, individuals, or other sources, and is the basic authority to expend operational funds to care for such gifts. Presentation silver may consist of a single item (e.g., a bowl, tray, candelabra) or a group of items (e.g., punch bowl set, tea set, dinner service). Other valuable articles may consist of paintings, portraits, original historical documents, engraved clocks or chronometers, and other such items which the Commanding Officer considers to warrant continuing accountability. The historical value and intrinsic worth of such material, the continuing high level Navy and public interest it holds, and the numerous inquiries of donors concerning its status require the maintenance of detailed, current, and accurate records for all items of presentation silver and other valuable gifts. Presentation silver is the property of the U.S. Navy and cannot be authorized by assigned ship/activity Commanding Officer to be loaned or returned to anyone without prior NAVSUP and/or UNSECNAV approval (see par 8140).

8101 ACCEPTANCE OF GIFTS

1. APPROVAL AUTHORITY. In line with Secretary of the Navy policy set forth in SECNAVINST 4001.1 series on the management of presentation silver, proper reporting, inventory and care of this signature required equipment is essential. In accordance with SECNAVINST 4001.2 and OPNAVINST 4001.1 Series, the following officials are delegated gift acceptance authority for gifts of silver made to vessels of the Navy under 10 U.S.C. 7221.

- a. Only the Secretary of the Navy can accept gifts of a value in excess of \$50,000.
- b. Gifts of a value from \$10,000 to less than \$50,000: the Vice-Chief of Naval Operations.
- c. Gifts of a value at less than \$10,000: the Commander, Naval Supply Systems Command.

A letter, to the appropriate level of authority, must be submitted requesting approval to accept the gift (see sample on following page). Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) (Attn: SUP 51) will be provided copies of all related correspondence. These gifts become the property of the U.S. Navy and must be maintained intact as originally presented and safeguarded against damage and loss.

SAMPLE ACCEPTANCE LETTER

4001
DRAFTER/DOC
DATE

From: Commanding Officer, SHIP (XXX 1000)
To: APPROPRIATE LEVEL (see par. 8100.1)

Subj: GIFTS¹ TO (SHIP) FROM (DONOR)

Ref: (a) NAVSUP P-485, Afloat Supply Procedures

1. To accept a gift in accordance with reference (a), (DONOR) have/has made unsolicited offers of gifts for (SHIP). The following is a list of presentation silver items and their appraised value.

<u>Gift</u>	<u>Cost, if Known</u>	<u>Appraised Value</u> ²
1. ITEM, DES.	\$xxx,xxx.xx	\$xxx,xxx.xx
2. ITEM, DES.	\$xxx,xxx.xx	\$xxx,xxx.xx
3. ITEM, DES.	\$xxx,xxx.xx	\$xxx,xxx.xx
TOTAL		\$xxx,xxx.xx \$xxx,xxx.xx

2. In the interest of crew morale and development of closer ties between (SHIP) and (DONOR), recommend approval of acceptance of the gift(s) specified as gift(s) to the Navy.

(COMMANDING OFFICER)

Copy to:
(TYCOM LEVEL)
NAVSUP (IF NOT ADDRESSEE)

¹ Gifts other than presentation silver fall under the cognizance of the Curator of the Navy.

² Appraised Value (Reproduction Cost) is defined as: "The total cost to reproduce an exact replica of the property, at current costs, using a similar or the same artist or craftsman, materials and design as the original property."

8102 REQUESTS FOR PRESENTATION SILVER

Previously assigned sets of presentation silver which have been turned-in to a stock point in accordance with par. 8140 may be reassigned by the Naval Supply Systems Command (on a loan basis) to active Fleet ships that submit justified requests. When a ship has a particular need for a set of such silver, a request will be submitted in a letter from the Commanding Officer or the prospective Commanding Officer to the COMNAVSUPSYSCOM (Attn: SUP 51), Food Service Division. The letter will state the purpose for which the silver is required and will indicate the size and quantity of the items desired (e.g., one set of silver service consisting of: 1 large tray, 1 large punch bowl, 1 ladle, and 12 punch cups). If the requested silver is unavailable, the requesting ship will be advised of any available items which most nearly correspond to the specific items requested or be placed on the waiting list until appropriate items are available. It is recommended that only 2 or 3 items, or a small coffee and tea service, be assigned to submarines or ships with limited storage and security.

8103 CLASSIFICATION FOR REASSIGNMENT PURPOSES

Presentation silver received by a ship as a gift is classified as namesake silver. Namesake silver is assigned to a ship for as long as that ship remains in commission. Unless unusual circumstances exist, requests to turn-in namesake silver will not be honored. Presentation silver obtained from NAVSUP is transferred on a loan basis. Presentation silver on loan may be turned-in to the supporting FISC at any time provided prior approval is obtained from NAVSUP (SUP 51) as set forth in par. 8140. On rare occasions, presentation silver on loan to a Fleet unit may become namesake silver when a new ship by the same name is commissioned. In such instances, the new ship will have first priority to any or all of such silver set as determined by NAVSUP.

Section II: RECEIPT**8110 APPRAISAL**

Promptly after receipt of silver an appraisal must be obtained to determine the value of the silver. Assistance in obtaining the appraisal may be obtained through FISC contracting or pierside procurement. If appraisal services are performed aboard ship, the contractor must be accompanied by a crew member at all times. The contractor must provide an appraisal of the reproduction cost of the silver as opposed to the fair market value. Reproduction cost is defined as "The total cost to reproduce an exact replica of the property, at current costs, using a similar or the same artist or craftsman, materials and design as the original property." For each appraisal conducted, the contractor must provide an appraisal report (see sample page 8-22) for each ship or activity to include the following information:

- a. Quantity of each unique item
- b. Description, dimensions and markings of each unique item
- c. Weight of each unique item

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- d. Metallic content
- e. Manufacturer (if available)
- f. Name of ship (include hull #) silver set originally donated to (as determined by inscription)
- g. Appraised value of each unique item
- h. Appraised value of total number of each item (e.g., twelve punch cups), if available
- i. Narrative justification of appraised value assigned
- j. Appraised value of each complete silver set
- k. Date of appraisal
- l. Name of ship or station silver appraisal performed for.

The original of each completed appraisal and a legible copy of the invoice will be submitted within 15 days to:

Naval Supply Systems Command
P.O. Box 2050, Code SUP-51
5450 Carlisle Pike
Mechanicsburg, PA 17055-0791

8111 REPORT OF RECEIPT

Within 60 days of receipt of presentation silver a complete inventory, prepared in accordance with par 8131, of the donated items will be sent to: Commander, Naval Supply Systems Command, Code SUP-51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791. A cover letter will be submitted with the inventory report giving the date and place of presentation, the name, address and phone number of the donor, and the name and address of the silversmith, if known. For gifts other than presentation silver, the report will be sent to:

Naval Historical Center
Curator Branch
Washington Navy Yard
901 M Street, Southeast
Washington, DC 20374-5060

A retained copy of the initial inventory report will be used to post receipts of new gifts to the controlled equipment custody records in accordance with par 8121.

SAMPLE APPRAISAL FORMAT

USS CARL VINSON (CVN 70)

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SANDWICH TRAY

DESCRIPTION:	A sterling silver SANDWICH TRAY of circular outline, the perfectly plain center engraved with armorials.
INVENTORY NO:	19
CUSTODY CARD NO.:	14
INVENTORY TITLE:	SANDWICH TRAY
CUSTODY CARD TITLE:	TRAY, circular 19" dia.
QUANTITY:	3 units
ORIGINAL OWNER:	USS SAN FRANCISCO (Protected Cruiser No. 5)
DONOR:	City of San Francisco, CA
METALLIC CONTENT:	Sterling Silver
MANUFACTURER:	Wallace International
DESIGN NO.:	Not indicated
INSCRIPTION:	"SAN FRANCISCO" in Old English letters
DIMENSIONS:	Diameter: 19 inches Height: 1/2 inches
WEIGHT:	33 troy ounces each
CONDITION:	Good
VALUE FOR UNIT:	\$1,500.00
VALUE FOR SET:	\$4,500.00

8112 PHOTOGRAPHS

Proper management of Presentation Silver dictates that a system must be in effect which enables the holder of Presentation Silver to adequately identify to the appropriate investigative body a complete description of the item(s) should it/they become lost or destroyed. Accordingly, a photograph of each unique item shall be taken using a ruler in the photograph to indicate actual size as shown below. For example: for a punch service consisting of a punch bowl, ladle, a tray and twelve cups, four separate photographs are required, one each of the punch bowl, the ladle, the tray and one group photograph of the punch cups. The photographs are to be 8" x 10" black and white (color photographs are unacceptable due to distortion of silver and tendency to "cover" true condition of silver). One copy of the entire set will be forwarded promptly, after receipt of the silver, to NAVSUP (SUP 51). Two prints of each photograph will be retained by the ship as an additional means of inventory control. These prints will accompany the gift if and when it is transferred (see par. 8144).

SAMPLE PHOTOGRAPH OF UNIQUE PIECE OF A SILVER SERVICE SET

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a. If reassigned silver is received without a photograph, contact NAVSUP (SUP 51). An 8 x 10 inch black and white photograph of each unique piece received will be made for use as an additional means of inventory control. Photographs of reassigned silver are not normally required by NAVSUP unless there is no photograph on file.

b. If reassigned silver is received without an appraisal, contact NAVSUP (SUP 51) to check for SUP file copy. If an appraisal is required, contact FISC contracting or pierside procurement for assistance. Upon receipt of appraisal, forward a copy to NAVSUP (SUP 51) for file.

Section III: CUSTODY AND STOWAGE

8120 GENERAL

Adequate protection and strict accountability of presentation silver is required to guard against damage or loss, which, if occurring, may cause public criticism of the ship's Commanding Officer and embarrassment to the Secretary of the Navy. The custody of presentation silver, therefore, will be entrusted to a responsible individual designated in writing by the Commanding Officer. The designated custodian will be responsible for adequate security, proper display, care, and preservation of all presentation silver items in his custody. When utilizing presentation silver for command functions where the designated custodian will not have immediate direct control of the items, subcustody records will be utilized.

8121 CUSTODY

1. RECORDS. The custodian of presentation silver is responsible for maintaining records, conducting physical inventories, and submitting required reports. Records to be maintained are as follows:

a. Controlled Equipage Custody Records, prepared in accordance with par. 8032 will be maintained for presentation silver or other valuable gifts (a presentation may consist of one item or a number of items). If all items included in a presentation cannot be listed and properly identified in a single custody record, separate custody records will be prepared for individual items or groups of items. In addition to the requirements of par. 8032, each custody record will include:

(1) A card number (to be consecutively assigned if more than one record is maintained);

(2) Complete description, including the engraving and dimensions, of each item;

(3) The name, address, and phone number of the donor; if known,

(4) The name of the ship and hull number to which originally presented;

(5) The quantity of each item;

(6) The condition of each item;

(7) The date of receipt;

(8) Place of presentation

(9) The receipt document number, for reassigned silver; or the accession number for gifts other than silver. (The accession number is the numeric or alphanumeric identification number that is assigned by the Curator for the Navy upon receipt of the initial inventory report required by par. 8111.);

(10) For presentation silver, photographs of each unique piece as addressed in par, 8112;

(11) Appraised value and date of appraisal (par. 8110).

b. Copy of inventories submitted to NAVSUP covering the most recent two year reporting periods.

c. Copy of Financial Liability Investigation of Property Loss (DD Form 200) if applicable, submitted/prepared during the most recent two year period.

d. Copy of correspondence submitted to or received from NAVSUP for the most recent two year period.

e. Copy of appraisal report. See appraisal requirements and format sample par 8110.

2. REFERENCE DATA. The designated custodian is provided the following list for use in the performance of duties:

Title 10, U.S. Code, Section 7221 - Acceptance and care of gifts to vessels

Title 10, U.S. Code, Section 7546 - Loan or gift of articles to ships' sponsors and donors

SECNAVINST 4001.1 Series - Presentation Silver Service; delegation of responsibility for and inventory control of

SECNAVINST 4001.2 Series - Acceptance of Gifts

NAVSUPINST 4441.20 Series - Fitting Out Guide for Prospective Supply Officers

JAG Manual, Para. 0217-0220 - Report of Investigation, Distribution

OPNAVINST 4440.4 Series - Declassification, Demilitarization and Stripping Procedures for Ships Programmed for Disposal

NAVSUP MANUAL P-485, VOLUME III (Supply Ashore), Para. 23189 - Strip Ship Material

3. SECURITY. The following excerpt from SECNAVINST 4001.1 Series is provided for appropriate information and action: "In addition to the historical value and intrinsic worth of presentation silver, the continuing high level Navy and public interest in this material requires that these gifts be maintained intact as originally presented, and safeguarded against damage or loss". Commands with a presentation silver inventory valued at \$90,000 or more should carefully evaluate their security procedures. Consideration should be given to including display on Sounding and Security Watch/CDO rounds, installation of electronic sensors, and any other security devices deemed necessary.

8122 STOWAGE

1. PREPARATION FOR STOWAGE. Prior to placing presentation silver in storage, all items will be carefully cleaned, wrapped in anti-tarnish tissue and protected with an outer layer of bubble wrap cushioning material. It is extremely important to wrap silver in anti-tarnish tissue paper before bubble wrap. The bubble wrap causes the silver to sweat and will ultimately damage the silver if placed directly against the silver piece. Soft flannel can be used as a substitute for the anti-tarnish tissue paper. Once the items are carefully wrapped they will be labeled to identify the item and placed in a sturdy container. Sufficient packing material will be utilized to prevent damage of items from the motion of the ship.

2. STORAGE CONTAINER. The authorized storage container for presentation silver service is manufactured under federal specification: Class 5 cabinet-AA-F-363B (GSA-FSS) and is covered under Federal Supply Schedule 71 III E (FSC Group 71 part III section E Miscellaneous Furniture Insulated and Uninsulated Security Filing Cabinets, Safes, Vault Doors, and Map and Plan Files) Special Item (S.I.). National Stock Numbers are assigned to the basic container while special numbers are assigned to associated drawers or shelves. The dimensions of the safe currently available from Mosler are: Inside - 25 3/4" high, 19 1/4" wide, 19 3/8" deep; Outside - 29" high, 22 5/8" wide and 24 1/4" deep. The basic container will weigh in excess of 500 pounds, therefore, weight and moment compensation will be required on most combatants as well as other type ships.

Section IV: INVENTORY**8130 GENERAL**

Physical inventories of presentation silver and other valuable gifts are required to ensure that all items received are actually on hand and in good condition.

8131 INVENTORY REPORTS

1. PRESENTATION SILVER. Each Command having custody of presentation silver will submit an itemized inventory report of such material to the Commander, Naval Supply Systems Command, Code SUP-51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791. An annual report is required for all sets appraised at \$90,000 or more; a biennial report, to be submitted in each odd numbered year, is required for all sets appraised below \$90,000. The report is to be submitted by letter no later than 20 March. The report will include the nomenclature (with dimensions), the custody card number (including custodial department), and the following information (see sample page 8-29):

- a. Inscription
- b. Name of Donor

- c. Name of ship originally donated to
- d. Condition, good or poor, with detailed description (i.e. bent, scratched, part missing)
- e. Manufacturer, if known
- f. Appraisal date
- g. Appraised value

Attach DD Form 200 when applicable (see par. 8133).

2. OTHER VALUABLE GIFTS. Inventories of gifts other than presentation silver are required to be taken upon relief of the custodian, upon change of command; and upon inactivation of the ship. Upon completion of the inventory, both the custodian being relieved and the relieving custodian (if applicable) will report to the Commanding Officer that the inventory has been completed, with an itemization of any missing or damaged items. For inventories incident to change of command or inactivation of the ship, an itemized inventory will be submitted to the Naval Historical Center, Curator Branch, Washington Navy Yard, 901 M Street, Southeast, Washington, DC 20374-5060. The inventory will be submitted by letter, identified by NAVHISTCEN report symbol 4001-1, as soon as practicable after completion of the inventory. The report will include the following:

- a. Description (including inscriptions) and quantity of each item;
- b. Name of the donor;
- c. Accession number assigned by the Curator for the Navy;
- d. Identification and explanation of any damaged items;
- e. Copy of a completed DD Form 200 for any item which, incident to inventory, is determined to be missing or destroyed (see par. 8133).

8132 CARE AND MAINTENANCE

1. GENERAL. Presentation silver is a part of America's history and Navy tradition and requires correct handling to prevent damages. White cotton gloves should always be worn. Bare hands will leave fingerprints or other marks which may be hard to remove. Silver should be handled one piece at a time using both hands. When setting silver down, place the piece down gently and by itself. Ask for assistance with bulky or heavy pieces.

2. ROUTINE CARE. Maintenance of presentation silver can be an easy matter if a regular program is established. It is recommended that presentation silver be cleaned every three months. All surfaces should be lightly wiped down using a polishing mitt or polish-saturated soft cloth. A mild dishwashing liquid in hot water may be used to wash pieces by hands. Silver should be immediately and thoroughly dried with a soft cotton or linen cloth.

NAVSUP REPORT 4001-1

15 March 1996

USS SOUTH WIND (FFG-001)
PRESENTATION SILVER INVENTORY

Certification: I hereby certify that the following inventory is accurate to the best of my knowledge. I further certify that any change(s) from the prior year inventory report is (are) properly documented and supported in accordance with NAVSUP P485, Afloat Supply Procedures.

A B Jonah

William Still

A. B. JONAH, CDR, SC, USN
Responsible Officer

WILLIAM STILL, LT, SC, USN
Assigned Custodian

ITEM NO.	QTY	U/I	ITEM	DEPT/CUSTODY CARD NO.
# 01			COFFEE POT w/lid, handle. 11.5" high, 8.5" wide (spout tip to handle) sterling silver	SUP 44
	01	EA	a. USS SOUTH WIND crest (front) Presented to the USS SOUTH WIND (FFG-001) by her sponsor Mrs. Jeremy Slatter on the occasion of her commissioning August 14, 1985. (back) b. Mrs. Jeremy Slatter c. USS SOUTH WIND (FFG-001) d. Good e. Wallace International f. September 7, 1985 g. \$460.00	
# 02			TRAY, COFFEE/TEA SERVICE, oval, w/handles. 13" wide, 18" long, 1.5" deep - sterling silver	SUP 45
	01	EA	a. Scene of customs house, Water Street Somewhere, Ohio (center) Seal of Ohio (upper rim) Seal of Navy Department (lower rim) b. Mrs. Jeremy Slatter c. USS SOUTH WIND (FFG-001) d. Good e. Wallace International f. September 7, 1985 g. \$585.00	

3. POLISHING. Polishing requires special care and consideration. Presentation silver may be cleaned professionally or by using polishing kits available from Fleet Industrial Supply Center, Norfolk, Code 100S, 757-443-1165 (DSN 646-1165) or Defense Distribution Depot San Diego, Code SNSC, 619-556-7928 (DSN 526-7928). Instant or dip type commercial cleaners are not approved for cleaning presentation silver. Pieces with unique engravings or details require extra time and thought during polishing. Allow enough space to move freely and cover the workspace with plastic to protect the surface. The following procedures should be used to clean the silver:

a. Using a container with hot water and a mild dishwashing liquid, gently clean all sides with a thin damp sponge. With the same sponge, rinse the piece with water from another container.

b. Using a small quantity of polish on a clean sponge, put a thin coating of polish all over the silver and allow to dry briefly and then rinse off.

c. With a circular motion, lightly rub a little polish over one area at a time. When one area has become bright, move to a new area. Never press hard or scrub while polishing.

d. Wash off polish with a clean sponge being sure to clean out any carved or engraved areas. Cotton tipped applicators can help in these areas. These can be hard to polish and an attempt should not be made to remove all tarnish from these areas, especially in those places where oxidation is used as accent.

e. Use a wet soft toothbrush or a "Tampico" brush to remove old polish that has dried in engravings and crevices by gently rubbing the surface to lift the polish out.

f. When polishing is completed, rinse carefully to remove all traces of polish. Dry thoroughly before returning to display cabinet or packing for storage.

4. SPECIAL CONSIDERATIONS.

a. Acid Etching. This is a process by which an engraving or detailed design is painted on a silver item with warm wax. After the wax hardened, the object is placed in acid that eats away a layer of silver around the wax. Due to the delicate nature of these designs, use a specially made polishing mitt and be sure keep fingers straight when lightly wiping the surface. Do not put any pressure on the engraving or design.

b. Engraving/Flat Chasing. Engraving is one of the most common ways to decorate silver and is performed by using a sharp point to cut lines, detailed patterns and create three-dimensional patterns. Flat chasing is made by a tool pressing into the object making a design that leaves its pattern on the inside surface. Clean these areas by wiping gently, without pressure, using a specially treated polishing cloth or mitt. Be sure to thoroughly wash out all traces of polish from the fine lines or it will dry, detracting from the piece's appearance.

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c. Oxidation. This term is used to describe dark areas which are recessed or sunken in a decorative pattern. Never try to polish out these places as they have been specially designed to create shade or accent parts of the design. Oxidation creates contrasts of color and texture which is important to the appearance. Polish only the upper surface and lightly wipe the recessed or sunken areas. Wait for the polish to dry before removing using a soft-bristled toothbrush to gently brush and lift away particles of polish. A cotton-tipped applicator is also useful.

d. Repousse. This decoration appears to have been carved in the silver or stands away from the body of the object giving it a three-dimensional look. Clean with a polishing mitt or treated cloth to keep polish from settling in the details. The appearance and treatment are similar to those for oxidized silver.

e. Weighted Silver. Lightweight silver objects particularly candlesticks and footed shallow dishes, often have filled or "weighted" bases. These pieces are filled with plaster, resin or cement to prevent them from falling over. They are usually marked on the under side of the base "cement filled", "weighted" or "weighted base" to warn the user that they have been filled and are not solid. These pieces should never be placed directly into water, which can cause the filling to either melt or shift and the object become unbalanced.

f. Lacquered Surfaces. This is when a thin coating of chemical substance is put on the silver object to protect from tarnish and chemicals. However, these substances become yellowed and brittle over time leaving the exposed silver tarnished and hard to polish. When the lacquer has become chipped exposing the silver, it is best cleaned with a polishing mitt or treated cloth to prevent unsightly tarnish.

g. Gilt/Gold Wash. Gilding is a coating of gold to enrich the decoration with its gold appearance or to protect certain surfaces from acids and chemicals in food. It is easily recognized by its yellow color. Polish should not be used on these surfaces, as the coating will easily come off. Instead, use a mild soap and water and wipe gently to dry. Do not rub these areas.

h. Candle Wax. Whenever candles have been used in table decorating, it is almost certain that the melted wax will drip where it is not wanted. Allow the wax to become cold and harden before trying to remove it from any surface. When the wax is hard, many times it can be gently chipped or picked away from the object. If some of it remains on the silver, place a cloth soaked in hot water on the area to melt it slightly and carefully rub or ease away the wax with a cotton tipped applicator. After the wax has been removed, polish the area again lightly to protect the surface.

i. Wood Surfaces. Occasionally silver pieces have handles, carved finials or other parts made of wood. These should never be placed in water. Keep the wooden parts looking attractive by rubbing a light coating of an oil-based furniture polish into the wood. Do not allow silver polish to dry on wooden parts or in areas where they join the body, such as hinges.

5. SILVER CARE PRODUCTS. Both FISC Norfolk (Code 100S) and the Defense Distribution Depot San Diego (Code SNSC) stock a supply of anti-tarnish tissue paper, flannel cloth storage bags, and silver cleaning kits for your use. To obtain these products contact FISC NV (757-443-1165 or DSN 646-1165) or DDDC-SD (619-556-7928 or DSN 526-7928).

8133 MISSING, DAMAGED OR DESTROYED ITEMS

1. DAMAGED ITEMS. If a presentation item or other valuable gift is damaged, and repair is possible, it will be repaired even though the cost to do so may not be considered economical. The cost of such repairs are properly chargeable to the ship's OPTAR. If an item is damaged to such an extent that it cannot possibly be repaired (i.e., destroyed) it will be surveyed as prescribed in subpar. 2 below.

2. MISSING OR DESTROYED ITEMS. Presentation silver items and other valuable gifts which have been lost, stolen or destroyed must be expended by means of survey (see par. 5127-5134). The survey action will be initiated as soon as the loss or irreparable damage is discovered. A detailed description of the circumstances relative to the loss or damage will be included in the DD Form 200 or in attachments thereto. If the survey pertains to a missing item and it is suspected that the missing item may have been stolen, the loss will be reported by letter to the Naval Criminal Investigative Service Headquarters (NCISH), Washington, DC 20388-5380 in accordance with SECNAVINST 5500.4 series (see par. 5134).

a. All surveys of presentation silver determined to be missing or destroyed must be approved by NAVSUP, not by the ship's Commanding Officer. Missing or destroyed silver must be reported to NAVSUP (SUP 51) within 48 hours after discovery via naval message, or saltgram (COMNAVSUPSYSCOM NFS) as required by SECNAVINST 5500.4. After the initial notification of the missing or destroyed item(s), a letter report will be promptly submitted to the Naval Supply Systems Command (Attn: SUP 51) briefly outlining the known facts surrounding the loss or destruction. The letter will include, as a minimum:

- (1) A brief description and quantity of the item or items lost or destroyed,
- (2) The name of the designated custodian,
- (3) A telephone number, if available,
- (4) A statement regarding the feasibility of replacement.

After the issuance of the report, the submission of a DD Form 200 is required in all cases where loss of presentation silver is involved. Ensure the current edition of DD 200 is used. When a missing or destroyed item of presentation silver is surveyed, the original and one copy of the completed DD Form 200 will be forwarded immediately in a letter of transmittal to the Commander, Naval Supply Systems Command, Code SUP-51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791 for approval. Only NAVSUP (SUP 51) is authorized to approve the DD 200 form. When a missing presentation silver item which has been reported to the NCISH results in the issuance of a Report of Findings, forward a copy to NAVSUP (SUP 51) for file. Since loss of presentation silver is a potential embarrassment to the Secretary of the Navy, action will be taken to replace missing items with exact duplicates. If the manufacturer

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of the missing item cannot be determined or contacted, NAVSUP (SUP 51) may be able to assist in locating silver replacement sources. A copy of all correspondence concerning replacement of missing presentation silver will be provided to NAVSUP (SUP 51).

b. When a missing or destroyed item other than presentation silver is surveyed, a copy of the completed DD Form 200 will be forwarded immediately in a letter of transmittal to the Curator for the Navy. However, if the loss or damage is discovered during an inventory incident to change of command or inactivation of the ship, the copy of the completed DD Form 200 will be included with the inventory report prescribed in par. 8131. When a missing item which has been reported to the NCISH results in the issuance of a Report of Findings, the Curator for the Navy will be advised in order that a copy may be requested as required.

8134 RECOVERY OF MISSING ITEMS

In the event that a presentation silver item or other valuable gift which was surveyed as missing is subsequently found, written notification of the recovery will be promptly sent to the Naval Criminal Investigative Service Headquarters (if notified of the loss) and either Naval Supply Systems Command (Food Service Division, SUP 51), if a presentation silver item; or to the Curator for the Navy, if other than a presentation silver item. The "receipt" of the recovered item will be posted to the custody record by reversing the previous survey entry.

Section V: TURN-IN

8140 GENERAL

Except for the circumstances mentioned in pars. 8141-8143, presentation silver will not be transferred, loaned or removed from the ship without prior approval and disposition instructions from NAVSUP. Except for the circumstances mentioned in pars. 8141-8143, valuable gifts, other than presentation silver, may not be transferred without prior approval and disposition instructions from the Curator for the Navy. Presentation silver is the property of the U.S. Navy and cannot be authorized by the assigned ship or activity Commanding Officer to be loaned or returned to anyone without requesting in writing via NAVSUP to UNSECNAV for approval. Direct any loan or return inquiries to COMNAVSUPSYSCOM (SUP 51). Do not include presentations of the silver at decommissioning ceremonies unless the loan or return has been approved. Any movement of silver (transfer, temporary storage, etc.) must be reported to NAVSUP Code 51.

8141 STRIP SHIP

1. GENERAL. When directed by competent authority to remove "strip ship material", any presentation silver or other valuable gifts on board will be transferred subject to the restrictions indicated in the following paragraphs.

2. PRESENTATION SILVER. Presentation silver, together with 8" x 10" black and white photographs, appraisal, and copy of most recent inventory report submitted to NAVSUP, will be turned in for temporary vault storage at the nearest FISC or Supply Department of the Naval Shipyard for safekeeping. To ensure proper turn-in procedures are in place, it is recommended that the custodian of the silver contact the storage point and/or NAVSUP for specific disposition instructions. Broken or visibly damaged items will not be accepted for turn-in. Holders are expected to repair or survey broken/damaged items prior to turn-in. All DD Form 200's for presentation silver require NAVSUP approval in accordance with par. 8133 prior to turn-in. A legible copy of the transfer document (DD 1149 or DD 1348-1A) will be provided to Commander, Naval Supply Systems Command, Code SUP-51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791 within 30 days of transfer. A legible copy of the receipt document (DD 1149 or DD 1348-1A) including the name (printed and signed), command code, phone number of the new holding custodian, and date received will be forwarded to NAVSUP (SUP 51).

3. OTHER VALUABLE GIFTS. Gifts other than presentation silver will be shipped directly to the Curator for the Navy, Naval Historical Center, Washington, DC 20374-0571.

8142 TEMPORARY VAULT STORAGE

When scheduled for a period of extended maintenance such as regular overhaul, restricted availability, or post shakedown availability, and, in the opinion of the Commanding Officer, the level of industrial activity will create a significant security risk, presentation silver or other valuable gifts must be transferred for temporary vault storage to the nearest FISC, or Naval Shipyard. In all such instances, NAVSUP (SUP 51) or the Curator for the Navy, as appropriate will be advised by letter when the presentation silver or other valuable gifts are transferred. As a minimum, the letter will include the date of transfer, transfer document number, activity to which transferred, and expected date of return. Upon return of the presentation silver or other valuable gifts, a letter report will be made to NAVSUP (SUP 51) or the Curator for the Navy, as appropriate. Inventory reports are still required by March 20. NAVSUP will accept letter and transfer document as your report if silver is still in storage during the reporting cycle. It is required that temper-evident serialized seals be used on the storage containers for silver to be temporarily stored at the FISC's. Ensure silver is prepared for stowage in accordance with par. 8122. The silver remains under the custody of the transferring activity and FISC signs only for the containers, not its contents. Presentation silver in storage containers without serialized seals **will not** be accepted by the FISC.

8143 REPAIR

It is the obligation of each ship with presentation silver to provide responsible care and upkeep of its service. The Pierside Procurement Specialist (PPS) should be contacted for assistance in obtaining repairs. Presentation Silver in need of repair will be released only to a commercial silversmith. The DD 1149 will be annotated with the name, address and phone number of the silversmith. Upon delivery of the presentation silver to the silversmith, the name

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of the recipient will be printed below his or her signature and the date of turnover will be indicated. First line in the description block will be: "Presentation silver, described as follows:" A copy of the itemized/receipt DD Form 1149 will be provided to the Commander, Naval Supply Systems Command, Code SUP-51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791, promptly upon release of the silver to the silversmith. Upon return of the silver, a copy of the dealer's invoice will be attached to the DD 1149 and forwarded to NAVSUP (SUP 51). In either the transmittal of the DD 1149 or the DD 1149 with copy of the dealer's invoice, a forwarding letter is not required.

8144 TURN-IN PROCEDURES

1. TURN-IN APPROVAL. Presentation Silver on loan to a Fleet unit may be permanently turned in provided prior written approval has been obtained from NAVSUP (SUP 51). The request for turn-in shall include a statement indicating:

- a. All silver is in good condition (no damaged items),
- b. There is no Financial Liability Investigation of Property Loss (DD Form 200) outstanding,
- c. Two individual 8" x 10" black and white photographs are on file for each item assigned,
- d. The silver held has been appraised and a copy of the appraisal report is available,
- e. Location of supporting FISC.

Turn-in of presentation silver or other valuable gifts will be accomplished by an itemized DD Form 1149 with photograph(s) attached and must cite specific NAVSUP authority. Multiple sets of silver will be packed separately and the outside of the container appropriately marked with set name. Shipment of presentation silver covered by this par. is not authorized, turn-in shall be made during a routine inport visit. For presentation silver, a copy of the itemized DD Form 1149 and copy of most recent itemized inventory report submitted to NAVSUP, will be forwarded by a letter of transmittal to the Commander, Naval Supply Systems Command, Code SUP-51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791. DO NOT SEND SILVER TO NAVSUP.

2. SHIPMENT. When authorized by proper authority, material will be properly cleaned, wrapped with in flannel bags or anti-tarnish tissue paper, then wrapped with bubble wrap and packaged prior to delivery of the material to the supporting FISC or Naval Shipyard for shipment. An itemized DD 1149 will accompany shipment. In the absence of a supporting activity to prepare the material for shipment, every effort must be made to protect the contents during shipment. The use of cardboard carton(s) as the external shipping container(s) is prohibited. "Constant Surveillance, Signature Service Required" will be used in the shipment of presentation silver. Prior to shipping, a declared value equaled to the appraised value, will be made for insurance purpose.

PART C: HAZARDOUS MATERIAL

Section I: GENERAL

8200 INTRODUCTION

1. GENERAL. The Navy has operational requirements for hazardous materials that have a direct impact on the health of personnel and the well being of the environment. Recent legislation and executive orders require Department of Defense (DOD) compliance with existing laws governing use and disposal of hazardous material. It is therefore essential that the Department of the Navy incorporate environmental responsibilities into all facets of planning and executing its missions. It is clear that current environmental awareness requires complete accountability of Hazardous Material (HM) use and used/excess HM. The basic tenets are:

- a. Provide what the customer needs when he needs it.
- b. Minimize customer effort to return used/excess HM.
- c. Cradle to grave tracking of HM.
- d. Consolidate HM waste streams.
- e. Eliminate unnecessary stowage of HM in workcenters.
- f. Maximize customer access to HM.

2. NON-COMPLIANCE. Costs for disposal of used/excess HM and fines levied for regulatory non-compliance are continually rising. These costs directly compete for scarce operating resources. This factor coupled with ever increasing legislative oversight requires total control of HM use and disposal. The following references provide key direction applicable to HM:

- a. OPNAVINST 5100.19C
- b. OPNAVINST 5090.1B
- c. OP-45-110-96 Hazardous Material User's Guide (HMUG)
- d. Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP Manual)
- e. Hazardous Inventory Control System (HICS) Afloat Manual

8201 HAZARDOUS MATERIAL MINIMIZATION (HAZMIN)

1. GENERAL. HAZMIN consists of three parts:

- a. Avoiding excessive used HM generation by minimizing and controlling HM acquisition and use, and by applying best management, engineering, and equipment to Navy processes and procedures.
- b. Recycling HM to return it to a ready-for-use state.
- c. Treating or collecting HM to reduce the volume and recycle as much as possible.

8202 RESPONSIBILITIES

1. SUPPLY OFFICER. The Supply Officer is responsible for the following:

a. Will be the HM Afloat Program Coordinator. On ships, Frigate and larger he will establish and operate the HM Division. This includes establishing "centralized" control of all aspects of HM management to include: minimizing HM stock levels, requisitioning, stowage, issuing and reuse of HM; collection of used or excess HM; and proper disposal of non-recyclable used HM. On other ships, he will establish and operate an HM Division and centralized control of HM as conditions permit (or as directed by Type Commander).

b. Identify the locations and quantities of all HM stored aboard ship and provide the list to the Gas free Engineer/Damage Control Assistant, Safety Officer, and Medical Department Representative.

c. Coordinate a shipwide physical inventory of all HM on an annual basis. Compare this inventory to the Ship's hazardous material List (SHML) and take appropriate action on all differences.

d. Centrally manage and forward all SHML Feedback reports for any HM not listed in the SHML to NAVICP MECH 054. Copies of Feedback reports will be forwarded to the Type Commander (TYCOM).

e. Maintain the Hazardous Inventory Control System (HICS) PC based program and provide hard copy Material Safety Data Sheets (MSDS) upon request.

f. Ensure that management of shipboard HM follows procedures outlined in this chapter and in reference (a), chapters B3 and C23 or D15 (submarines).

g. Ensure that supervisors are trained annually in proper marking, handling, stowage (as appropriate), usage, reutilization, spill response, and disposal procedures relative to HM and in the use of MSDSs.

h. Retain the Hazardous Material Information Systems (HMIS) which contains MSDS information. Retain hard copy MSDSs for locally purchased material and for materials not covered in HMIS. Ensure that hard copy MSDSs are available to personnel or their supervisors upon request. Forward copies of MSDSs which are not on the HMC&M CD-ROM disk to NAVENVIRHLTHCEN.

i. Ensure that all HM containers are properly labeled before acceptance as specified in reference (a).

HAZARDOUS MATERIAL DIVISION CHECK-OFF LIST**ADMINISTRATIVE**

1. Are the following instructions on-hand and available for Departmental use:
 - a. OPNAVINST 5100.19C
 - b. OPNAVINST 5100.23C
 - c. OPNAVINST 5100.21B
 - d. OPNAVINST 5090.1
 - e. DODINST 6050.5
 - f. Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual
 - g. Hazardous Inventory Control System (HICS) Afloat Manual
 - h. Ship's Hazardous Material List (SHML)
2. Is a commissioned officer appointed, in writing by the Commanding Officer, as the Hazardous Material Coordinator ? REF: OPNAVINST 5100.19C, par B0302a (1).
3. Is the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) in effect ? REF: OPNAVINST 4110.2.
4. Is the latest version of the Hazardous Inventory Control System (HICS) software program in use ? REF: CHRIMP Manual.
5. Is the Hazardous Material Coordinator a graduate of the Forces Afloat Hazardous Material Coordinators Course, or other courses specified in OPNAVINST 5100.19C ? REF: OPNAVINST 5100.19C, par B0302a (6).
6. Does the Commanding Officer authorize and sign all open market purchase requests for Hazardous Material ? REF: OPNAVINST 5100.19C, par B-3-2a (7).
7. Is used or excess Hazardous Material properly turned over to the Supply Department for offload and disposal ashore ? REF: OPNAVINST 5100.19C, par B0302b (3).
8. Does the Hazardous Material Coordinator ensure that management of shipboard Hazardous Material follows procedures outlined in Chap B3 of OPNAVINST 5100.19C ?
9. Is annual training provided to supervisors concerning proper handling, stowage, usage, disposal and labeling procedures relative to hazardous material including the use of MSDS ? REF: OPNAVINST 5100.19C, par B0302d (2) and B0309b.
10. Is the Safety Officer, Gas Free Engineer, Damage Control Assistant and Medical Department representative provided with a list of Hazardous Material storage locations ? REF: OPNAVINST 5100.19C, par B0302d (3).

HAZARDOUS MATERIAL DIVISION CHECK-OFF LIST (CONT)

11. Is the annual physical inventory conducted on all Hazardous Material and compared to the Ship's Hazardous Material List (SHML) ? REF: OPNAVINST 5100.19C, par B0302d (4).
12. Have differences between the Hazardous Material inventory and the SHML been resolved and changes submitted to the SHML ? REF: OPNAVINST 5100.19C, par B0302d (4).
13. Does the HM Coordinator maintain and do all Hazardous Material have an MSDS? Are they readily available to all shipboard personnel ? REF: OPNAVINST 5100.19C, par B0302d (5), B0302f (1), B0302g (4).
14. When transferring Hazardous Material, are containers properly marked ? REF: OPNAVINST 5100.19C, par B0302g (1).
15. Prior to assignment and annually thereafter, are those personnel responsible for requisitioning, receipt, transfer and stowage of Hazardous Material; and in the collection and transfer of used or excess Hazardous Material, trained on proper handling procedures? REF: OPNAVINST 5100.19C, par B0309c.

HAZARDOUS MATERIAL STORAGE AND SAFETY

1. Are Hazardous Material storage locations regularly inspected, (Weekly for flammable liquids, quarterly for all other Hazardous Material) ? Are containers checked for:
 - a. Tightness of closure
 - b. Corrosion
 - c. Leakage
 - d. Improper or inadequate labeling
 - e. Expired shelf lifeREF: OPNAVINST 5100.19C, par B0302j (3), B0304d.
2. Are lockers and cabinets for in-use flammable and combustible liquids properly marked ? Are liquids with flashpoints below 200F stored properly ? Are solids that readily emit vapors stored properly ? REF: OPNAVINST 5100.19C, par B0304f, C2304a (3)(a and b)
3. Is adequate ventilation available in Hazardous Material stowage areas ? Have they been evaluated as adequate ? REF: OPNAVINST 5100.19C, par B0304g, C2302b, D1502b.
4. Are incompatible Hazardous Materials stowed in separate compartments (i.e. flammables, gases, oxidizers, acids, etc.) ? If unable to separate due to space constraints, are there at least 3 feet between them ? REF: OPNAVINST 5100.19C, par C2302f, C2302h.

HAZARDOUS MATERIAL DIVISION CHECK-OFF LIST (CONT)

5. Is Hazardous Material stowed only in containers which are compatible to the Hazardous Material ? Are containers stacked improperly ? REF: OPNAVINST 5100.19C, par C2302g, C2302i, D1502g.
6. Are storage compartments (locations) marked to identify the type of Hazardous Material stored ? REF: OPNAVINST 5100.19C, par C2302a, D1502a.
7. Are only authorized personnel permitted access to Hazardous Material spaces ? Is smoking, eating, drinking, spark producing devices prohibited ? Are signs posted accordingly ? REF: OPNAVINST 5100.19C, C2302c, D1502c, C2302k, D1502i/j.
8. Are explosion proof fixtures installed in Hazardous material areas, and are they properly maintained ? REF: OPNAVINST 5100.19C, par C2302p, D1502m.
9. Are fire extinguishers available ? Are storerooms under fixed firefighting systems ? REF: OPNAVINST 5100.19C, par C2304b (5), D1504b (4).
10. Are eye wash stations installed in all Hazardous Material storage areas and are they inspected regularly ? REF: OPNAVINST 5100. 19C
11. Is personal protective equipment (eye protection, respirators, gloves, eye wash stations, etc.) readily available and in good operating condition ? REF: OPNAVINST 5100.19C, par C2303a, C2303i, D1503a, D1503g, D1503h.
12. Is the Hazardous Material User's Guide (HMUG) available and in use ? REF: OPNAVINST 5100.19C, par C2303, D1503.

CONTROL OF HAZARDOUS MATERIAL

1. When Hazardous Material is ordered, are checks performed to ensure valid requirements exist (SHML, COSAL, SPMIG, MRC's, etc.) ? REF: OPNAVINST 5100.19C, par B0305a.
2. When Hazardous Material containers are received, are they checked for manufacturers label ? If open purchased, are they accompanied by MSDS ? REF: OPNAVINST 5100.19C, par B0305c.
3. When Hazardous Material is dispensed from original container, is it properly marked? REF: OPNAVINST 5100.19C, par B0305d.
4. Are restrictions placed on open purchase of Hazardous Material to only those items for which a stock numbered product has been determined to be inferior, or due to the urgency of need when the material cannot be satisfied from stock ? REF: OPNAVINST 5100.19C, par B0305f.

HAZARDOUS MATERIAL DIVISION CHECK-OFF LIST (CONT)

5. When submitting an open purchase of Hazardous Material, are copies of the MSDS and SHML feedback report attached to the open purchase form ? Is a copy of the SHML feedback report forwarded to the TYCOM and NAVICP (M) Code 054 ? REF: OPNAVINST 5100.19C, par B0305F.

6. Does the annual inventory of Hazardous Material include:
- a. Name of material (trade or generic)
 - b. NSN, Local NSN and or Manufacturer's part number
 - c. Special Material Content Code (SMCC)
 - d. Location of Material
 - e. Quantity of Material
 - f. Shelf-life expiration
 - g. Manufacturer's name

COLLECTION AND DISPOSAL OF HAZARDOUS MATERIAL

1. Does the ship exhaust all beneficial uses (including the extension of shelf-life and continued use) from a Hazardous Material prior to transfer or disposal action ? REF: OPNAVINST 5100.19C, par B0306a.

2. Is used Hazardous Material collected, segregated and placed in original or impervious containers, labeled accordingly and then stowed in appropriate locations prior to offload ?

Are overpack containers utilized to offload potentially leaking containers ? REF: OPNAVINST 5100.19C, par B0306b, B0306b (1).

3. Are synthetic lube oils collected separately from other lube oils ? REF: OPNAVINST 5100.19C, par B0306b (3).

4. Are containers of used Hazardous Material labeled properly IAW OPNAVINST 5100.19C par B0305d ? Are they accompanied by a DD Form 1348-1A ? Is a hard copy of MSDS provided ? REF: OPNAVINST 5100.19C, par B0306c (1), (2).

5. Prior to ship-to-ship transfer of used Hazardous Material, are the items palletized, banded, etc. ? Are they certified by signature on DD Form 1348-1A ? REF: OPNAVINST 5100.19C, par B0306c (3), (4).

6. Are only flammable and combustible materials, and compressed gases transferred to another ship at sea ? REF: OPNAVINST 5100.19C, par B0306c (3).

EMERGENCY RESPONSE

1. Does the ship have a Spill Contingency Plan for possible Hazardous Material releases to the environment ? REF: OPNAVINST 5100.19C, par B0307.

8203 TRAINING

1. GENERAL. All Hazardous Material Division personnel must be trained in all aspects of HAZMAT handling. Extensive routine shipboard HAZMAT training must be conducted in order to maintain and improve command awareness and compliance. Department Heads and all supervisors should be thoroughly briefed on the program and its implications annually. Several schools are available:

- a. HAZMAT Coordinator Course (A-8B-0008)
- b. Afloat Hazardous Material for the Supervisor (A-322-0010)
- c. Transportation and Storage of Hazardous Material Course (A-822-0012)
- d. Hazardous Materials Control and Management (HMC&M) (A-322-2600)
- e. HICS program management
- f. Safety Programs Afloat Course (A-493-2099)

Section II: IDENTIFICATION**8204 GENERAL**

1. INTRODUCTION. Hazardous material is identified by Special Material Content Code (SMCC) B, C, D, F, G, J, P, R, S, T, U, V and W. Hazardous material is any material that is regulated as Hazardous, requires a Material Safety Data Sheet (MSDS), and during end use, treatment handling, packaging, storage, transportation, or disposal meets or has components which meet or have potential to meet the definition of Hazardous Waste (HW).

2. ADDITIONAL MATERIALS. Designation of a material by this definition, when separately regulated or controlled by other instructions or directives, does not eliminate the need for adherence to that hazard-specific guidance provided. Such materials include ammunition, weapons, explosives, propellants, pyrotechnics, medical and pharmaceutical supplies, medical waste and infectious material, bulk fuels, radioactive materials, and other materials such as asbestos and mercury.

8205 CHARACTERISTICS

1. GENERAL. For the purpose of preparing the MSDS, hazardous material is defined as a material having one or more of the following characteristics:

- a. A flash point below 200 °F (93 °C closed cup) or subject to spontaneous heating or polymerization with release of large amounts of energy when handled, stored, and shipped without adequate control;
- b. A Threshold Limit Value equal to or below 1,000 ppm for gasses and vapor below 500 mg/m³ for fumes, and equal to or less than 30 mppcf or 10 mg/m³ for dusts (less than or equal to 2.0 fibers/cc greater than 5 micrometers in length for fibrous material);

Special Material

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- c. A single oral dose that will cause 50 percent fatalities to test animals when administered in doses of less than 500 mg per kilogram of test animal weights;
- d. A flammable solid as defined in 49 CFR 173.150, an oxidizer as defined in 49 CFR 173.151, or a strong oxidizing or reducing agent with a half-cell potential in acid solution of greater than + 1.0 volt as specified in Latimer's table on the oxidation-reduction potential;
- e. Potential to cause first degree burns to skin in short-time exposure or systemic toxicity by skin contact;
- f. Dusts, gasses, fumes, vapors, mists, or smoke that may be produced in the course of normal operations with one or more of the above characteristics;
- g. Potential to produce sensitizing or irritating effects;
- h. Radioactive properties;
- i. Special characteristics which, in the opinion of the manufacturer, could cause harm to personnel if used or stored improperly;
- j. Hazardous properties in accordance with 29 CFR, part 1910;
- k. Hazardous properties in accordance with 49 CFR, parts 171-179 of the International Maritime Dangerous Goods Code of the Inter-Governmental Maritime Consultative Organization (IMCO) or the Dangerous Goods Regulations of the International Air Transport Association (IATA);
- l. Material covered by regulations established by the Environmental Protection Agency under 40 CFR.

8206 HAZARDOUS MATERIAL INFORMATION SYSTEM (HMIS)

1. GENERAL. The Hazardous Material Information System (HMIS) is included on the Hazardous Material Control and Management Program (HMC&M) CD-ROM along with the SHML (see par. 8207). The HMIS (DOD 6050.5L and LR) provides MSDS information (see sample on following pages) to assist users in managing hazardous materials so that the risk involved in the performance of various jobs is minimized. The DOD 6050.5L contains non proprietary information and DOD 6050.5LR contains both non proprietary and proprietary information. There is a wide range of data in the system related to safety, health, packaging, labeling, transportation and disposal of hazardous materials. The HMIS is issued quarterly and provides cross references as follows:

- (a) Trade Name/Product Identity Cross Reference
- (b) Part Number Cross Reference
- (c) Specification Number Reference

HMIS MSDS INFORMATION (PAGE 1 OF 5)

DOD Hazardous Materials Information System

DoD 6050.5-L

AS OF January 1997

FSC: 7930

NIIN: 001849423

Manufacturer's CAGE: 97758

Part No. Indicator: A

Part Number/Trade Name: GLASS CLEANER GSA

General Information

Item Name: GLASS CLEANER LIQUID

Company's Name: GROW GROUP, INC.

Company's Street: 760 SO. VAIL AVENUE

Company's P. O. Box:

Company's City: MONTEBELLO

Company's State: CA

Company's Country: US

Company's Zip Code: 90640

Company's Emerg Ph #: NK

Company's Info Ph #: 213-724-6530

Distributor/Vendor # 1:

Distributor/Vendor # 1 Cage:

Distributor/Vendor # 2:

Distributor/Vendor # 2 Cage:

Distributor/Vendor # 3:

Distributor/Vendor # 3 Cage:

Distributor/Vendor # 4:

Distributor/Vendor # 4 Cage:

Safety Data Action Code:

Safety Focal Point: G

Record No. For Safety Entry: 020

Tot Safety Entries This Stk#: 020

Status:

Date MSDS Prepared: 04MAY89

Safety Data Review Date: 15NOV89

Supply Item Manager: GSA

MSDS Preparer's Name: NK

Preparer's Company: NK

Preparer's St Or P. O. Box: NK

Preparer's City: NK

Preparer's State: NK

Preparer's Zip Code: NK

Other MSDS Number:

MSDS Serial Number: BHDBY

Specification Number: CID A-A-40A

Spec Type, Grade, Class: TYPE 1, CLASS 1

Hazard Characteristic Code:

Unit Of Issue: GL

Unit Of Issue Container Qty: 1 GL

Type Of Container: NK

Net Unit Weight: NK

Type Of Container: NK

Net Unit Weight: NK

HMIS MSDS INFORMATION (PAGE 2 OF 5)

NRC/State License Number: NK
Net Explosive Weight: NK
Net Propellant Weight-Ammo: NK
Coast Guard Ammunition Code: NK

Ingredients/Identity Information

Proprietary: NO
Ingredient: 2-BUTOXYETHANOL
Ingredient Sequence Number: 01
Percent: 2.5
Ingredient Action Code:
Ingredient Focal Point: G
NIOSH (RTECS) Number: KJ8575000
CAS Number: 111-76-2
OSHA PEL: S, 50 PPM
ACGIH TLV: S, 25 PPM; 9293
Other Recommended Limit: NK

Proprietary: NO
Ingredient: ISOPROPYL ALCOHOL (SARA III)
Ingredient Sequence Number: 02
Percent: 3.0
Ingredient Action Code:
Ingredient Focal Point: G
NIOSH (RTECS) Number: NT8050000
CAS Number: 67-63-0
OSHA PEL: 400 PPM/500 STEL
ACGIH TLV: 400 PPM/500STEL;9192
Other Recommended Limit: NK

Proprietary: NO
Ingredient: AMMONIA
Ingredient Sequence Number: 03
Percent: < 1.0
Ingredient Action Code:
Ingredient Focal Point: G
NIOSH (RTECS) Number: NK
CAS Number: 71011-00-2
OSHA PEL: NK
ACGIH TLV: 25 PPM
Other Recommended Limit: NK

Physical/Chemical Characteristics

Appearance And Odor: CLEAR BLUE LIQUID; MILD AMMONIA ODOR
Boiling Point: 190 F
Melting Point: NK
Vapor Pressure (MM Hg/70 F): NK
Vapor Density (Air=1): NK
Specific Gravity: .990
Decomposition Temperature: NK
Evaporation Rate And Ref: <1
Solubility In Water: 100%

HMIS MSDS INFORMATION (PAGE 3 OF 5)

Percent Volatiles By Volume: > 98%

Viscosity: NK

pH: 11.0

Radioactivity: NK

Form (Radioactive Matl):

Magnetism (Milligauss): N/P

Corrosion Rate (IPY): NK

Autoignition Temperature: NK

Fire and Explosion Hazard Data

Flash Point: 130F/54.44C

Flash Point Method: TCC

Lower Explosive Limit: NK

Upper Explosive Limit: NK

Extinguishing Media: WATER, DRY CHEMICAL, CO2 FOR FIRES IN AREA

Special Fire Fighting Proc: NK

Unusual Fire And Expl Hazrds: NONE

Reactivity Data

Stability: YES

Cond To Avoid (Stability): NK

Materials To Avoid: STRONG OXIDIZERS. STRONG CAUSTICS

Hazardous Decomp Products: NK

Hazardous Poly Occur: NO

Conditions To Avoid (Poly): NK

Health Hazard Data

LD50-LC50 Mixture: NK

Route Of Entry - Inhalation: YES

Route Of Entry - Skin: YES

Route Of Entry - Ingestion: YES

Health Haz Acute And Chronic: NK

Carcinogenicity - NTP: NO

Carcinogenicity - IARC: NO

Carcinogenicity - OSHA: NO

Explanation Carcinogenicity: NK

Signs/Symptoms Of Overexp: EYE: MAY CAUSE IRRITATION. INHALATION: MAY CAUSE DROWSINESS OR DIZZINESS. INGESTION: MAY CAUSE NAUSEA

Med Cond Aggravated By Exp: NK

Emergency/First Aid Proc: EYE: FLUSH WITH WATER. IF IRRITATION PERSISTS, SEEK MEDICAL ATTN. SKIN: WASH WITH WATER. INHALATION: REMOVE TO FRESH AIR; IF BREATHING HAS STOPPED, ADMINISTER CPR IF EFFECTS PERSIST, SEEK MEDICAL ATTN. AND INGESTION: GIVE ONE OR TWO GLASSES OF WATER. CALL PHYSICIAN.

Precautions for Safe Handling and Use

Steps If Matl Released/Spill: WASH DOWN SPILLS. RELEASE TO NORMAL SEWER

Neutralizing Agent: NK

Waste Disposal Method: REMOVE TO APPROVED CHEMICAL DISPOSAL SITE. NOT CONSIDERED HAZARDOUS BY CURRENT DEFINITIONS.

Precautions-Handling/Storing: NONE

Other Precautions: NK

HMIS MSDS INFORMATION (PAGE 4 OF 5)

Control Measures

Respiratory Protection: NK
Ventilation: NK
Protective Gloves: NOT REQUIRED
Eye Protection: NK
Other Protective Equipment: NK
Work Hygienic Practices: NK
Suppl. Safety & Health Data: NK

Transportation Data

Transportation Action Code:
Transportation Focal Point: G
Trans Data Review Date: 89319
DOT PSN Code: GJL
DOT Symbol:
DOT Proper Shipping Name: FLAMMABLE LIQUIDS, N.O.S.
DOT Class: 3
DOT ID Number: UN1993
DOT Pack Group: III
DOT Label: FLAMMABLE LIQUID
DOT/DoD Exemption Number: NK
IMO PSN Code: HIN
IMO Proper Shipping Name: FLAMMABLE LIQUID, N.O.S.
IMO Regulations Page Number: 3230
IMO UN Number: 1993
IMO UN Class: 3.2
IMO Subsidiary Risk Label:
IATA PSN Code:
IATA UN ID Number:
IATA Proper Shipping Name:
IATA UN Class:
IATA Subsidiary Risk Class:
IATA Label:
AFI PSN Code: MCA
AFI Symbols:
AFI Prop. Shipping Name: FLAMMABLE LIQUIDS, N.O.S.
AFI Class: 3
AFI ID Number: UN1993
AFI Pack Group: III
AFI Label: FLAMMABLE LIQUID
AFI Special Prov:
AFI Basic Pac Ref: 7-7

Disposal Data

Disposal Data Action Code:
Disposal Data Focal Point:
Disposal Data Review Date:
Rec # For This Disp Entry:
Tot Disp Entries Per NSN:
Landfill Ban Item:
Disposal Supplemental Data:
1st EPA Haz Wst Code New:

HMIS MSDS INFORMATION (PAGE 5 OF 5)

1st EPA Haz Wst Name New:
1st EPA Haz Wst Char New:
1st EPA Acute Hazard New:
2nd EPA Haz Wst Code New:
2nd EPA Haz Wst Name New:
2nd EPA Haz Wst Char New:
2nd EPA Acute Hazard New:
3rd EPA Haz Wst Code New:
3rd EPA Haz Wst Name New:
3rd EPA Haz Wst Char New:
3rd EPA Acute Hazard New:

Label Data

Label Required: YES
Technical Review Date:
Label Date:
MFR Label Number:
Label Status: F
Common Name:
Chronic Hazard: N/P
Signal Word:
Acute Health Hazard-None:
Acute Health Hazard-Slight:
Acute Health Hazard-Moderate:
Acute Health Hazard-Severe:
Contact Hazard-None:
Contact Hazard-Slight:
Contact Hazard-Moderate:
Contact Hazard-Severe:
Fire Hazard-None:
Fire Hazard-Slight:
Fire Hazard-Moderate:
Fire Hazard-Severe:
Reactivity Hazard-None:
Reactivity Hazard-Slight:
Reactivity Hazard-Moderate:
Reactivity Hazard-Severe:
Special Hazard Precautions: MAY BE POISONOUS IF INHALED OR ABSORBED
THROUGH SKIN. VAPORS MAY CAUSE DIZZINESS OR SUFFOCATION. CONTACT MAY
IRRITATE OR BURN SKIN AND EYES. FIRE MAY PRODUCE IRRITATING OR POISONOUS
GASES. RUNOFF FROM FIRE CONTROL OR DILUTION WATER MAY CAUSE POLLUTION.
Protect Eye:
Protect Skin:
Protect Respiratory:
Label Name: GROW GROUP INC DEVOE AND REYNOLDS CO DIV
Label Street: 4000 DUPONT CIRCLE
Label P.O. Box:
Label City: LOUISVILLE
Label State: KY
Label Zip Code: 40207-4802
Label Country: US
Label Emergency Number:
Year Procured:

2. POINTS OF CONTACT.

a. Questions regarding distribution of the HMIS CD-ROM to the Naval Activities (Ashore and Afloat) should be referred to:

Commander Naval Supply Systems Command (SUP 4C3)
Hazardous Material Control and Management Program
5450 Carlisle Pike, PO Box 2050
Mechanicsburg, PA 17055-0791
DSN 430-6858 or Commercial 717 605-6858

b. Questions of a technical nature and instructions regarding accessing information on the CD-ROM should be referred to:

Naval Computer and Telecommunications Area Master Station, Atlantic
ATTN CD ROM Team Code N911
9625 Moffett Avenue
Norfolk, VA 23511-2784
DSN 565-9191/9192, Commercial 757 445-9191/9192
FAX 757 445-4842

8207 SHIPS HAZARDOUS MATERIAL LIST (SHML)

1. GENERAL. The Ships Hazardous Material List (SHML) is included on the Hazardous Materials Control and Management Program (HMC&M) CD-ROM along with the HMIS. The SHML contains information (see sample on following page) on potentially dangerous chemicals and substances controlled and managed under the Hazardous Material Afloat Program. These materials include items such as greases, paints, lubricants, etc. which are required for equipment maintenance and ship upkeep. Hazardous Materials (HM) controlled and managed under other programs include ammunition, weapons, explosives, explosive actuated devices, propellants, pyrotechnics, chemical, biological and nuclear warfare materials, medical and pharmaceutical supplies, medical waste and infectious materials, sewage, garbage, bulk fuels (including nuclear fuels), and the Asbestos Removal Program.

2. PURPOSE. The primary purpose of the SHML is to identify approved HM and corresponding units of issue authorized for use aboard ship to preclude stocking hazardous materials for which the ships have no need and to match allowed quantities with maintenance requirements. The SHML is also intended to aid SYSCOMS in the selection of HM during the ship/system design, acquisition and logistical support processes.

3. BACKGROUND. Navy allowance lists, maintenance requirements and technical manuals identify HM needed to fulfill mission requirements. OPNAVINST 5100.19 identifies the SHML as the authorized list of HM carried aboard Navy ships. All items listed on the SHML contain National Stock Numbers and can be identified as Hazardous Material by the Special Material Content Code (SMCC) and the Hazardous Characteristics Code (HCC). In addition to the Master SHML there are ten ship Type Specific SHMLs (T-SHML) to enhance the visibility of authorized HM across the classes of Navy ships. Implementation of the T-SHMLs shall coincide with the modification of Navy procurement systems. The SHML is distributed Quarterly on the DOD 6050.5 HMC&M CD ROM Disc and is used as a validating tool in the Navy's automated procurement systems.

SHIPS HAZARDOUS MATERIAL LIST (SHML)

<p align="center">DOD Hazardous Materials Information System DoD 6050.5-L AS OF JANUARY 1997</p> <p>FSC: 7930 NIIN: 001849423 Manufacturer's CAGE: 97758 Part No. Indicator: A Part Number/Trade Name: GLASS CLEANER GSA</p> <p align="center">SHML Data</p> <p>Item Status: AUTHORIZED FOR SHIPBOARD USE SHML FSC: 7930 SHML NIIN: 001849423 Obsolete NSN: N Replaced by NSN: NONE Nomenclature: GLASS CLEANER COG: 9Q - Tech Command, Various; Inventory Control Point, GSA Acquisition Advice Code: G Special Matl. Content Code: F - Flammable Liquids flash point not more than 60 (140 F) Special Matl. Ident. Code: <blank> SHML Unit Of Issue: GL - Gallon Unit Of Measure: 1 GL Quantity Per Unit Package: 6 Shelf Life: 7 {36 Months (Type II Extendable)} Shelf Life Action Code: T7 - Test: If the item passes, extend life by number of months indicated by the number following "T", after which process in accordance with Code RD. Type Of Storage: G - Flammable Specification: A-A-40 SPMIG: 0516 Remarks: <blank></p>
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8208 SHIPS HAZARDOUS MATERIAL LIST FEEDBACK REPORT (SFR)

1. GENERAL. The following provides Navy policies and procedures to maintain and update the SHML. As the authorized list of HM allowed aboard Navy afloat units, if a HM item is not listed on the SHML, it is not allowed onboard under normal operations. Changing maintenance or supply requirements may require changes to SHML allowance material. The following sets forth the procedures and responsibilities to accomplish those changes while still maintaining necessary control over HM.

2. PROCEDURES. The SHML Feedback Report (SFR) process has been revised to permit paperless transmission of SFRs between Fleet units, Naval Inventory Control Point (NAVICP), HSC technical authorities, Type Commanders (TYCOM) and Fleet Industrial Supply Centers (FISC) via Streamlined Automated Logistics Tool Set (SALTS) as well as hardcopy. Ships that identify requirements for undetermined hazardous material shall verify the material's authorization on the SHML.

a. If the material is authorized for shipboard use, (SHML Allowed On-Board (AOB) code "A" or "R"), the requestor shall proceed with the requisition.

b. If material is not authorized on the SHML, Prohibited (P), Not Determined (N), Obsolete (O), a non-standard item (non-NSN), or other item and a legitimate justification for the item is identified (a MIP, MRC, APL, AEL, TM, etc) an SFR shall be generated and submitted. The Commanding Officer must sign all SFRs for prohibited, non-standard, and other items. If there is no justification for material, cancel requisition or send SFR.

3. SUBMISSION OF SFR. Automated SFR generation may be accomplished by use of SALTS. Selecting the SHML Feedback Report menu in SALTS enables afloat units to generate new SFRs, store, copy and reuse previously developed SFRs and electronically submit them to a tailored list of addresses as required. Hardcopy SFR forms (NAVSUP Form 4400) may be obtained from the Naval Publications and Forms Directorate. Instructions for the completion of the SFR forms can be found within the SALTS program, accompanying the hardcopy form or in this instruction (see par. 8209). The following applies to both automated and manual submission:

a. At a minimum, SFRs shall be sent to NAVICP Code 0541 (SALTS address SP3). SFRs submitted through SALTS will also be transmitted to NSWCCD-SSS Code 631 (SALTS address JCB), NADEP Jacksonville Code 4347 (SALTS address PED), and the cognizant Type Commander. NAVICP Code 0541 shall screen the item against the SHML and add it to the SFR Tracking System. If the item is authorized on the SHML (AOB "A" or "R"), Code 0541 shall inform the Hardware System Command (HSC) Technical Authority (TA), for informational purposes, and the ship, by SALTS GRAM, that the item is approved and the material can be requisitioned. SFRs requiring approval (AOB code "P", "N", "O", non-standard item, or other item) shall be forwarded to the appropriate HSC TA (see below) for review for final disposition.

b. Upon completion of the SFR review, the TA shall respond to NAVICP via SALTS or letter format. NAVICP officially notifies the ship, the TYCOM, and updates SHML and SFR tracking system as required. If the SFR is not approved, an alternate or substitute NSN shall be provided if available.

4. APPROVAL REVIEW PROCESS. NAVICP shall screen all SFRs for accuracy and completeness. All mandatory fields must be filled out or the SFR shall be returned.

a. Completed SFRs shall be logged into the SFR tracking system and the item will be screened against the SHML and Defense Logistics Information System (DLIS) for current logistical data. If the item is already in the SHML and designated as "Allowed on Board" (AOB code "A" or "R"), Code 0541 shall inform the ship by SALTS GRAM that the item is approved and the material can be requisitioned. SFRs requiring approval (AOB code "P", "N", "O", non-standard item, or other item) shall be forwarded to the appropriate HSC TA.

b. HSC TAs shall perform an administrative review to either approve/disapprove the requested material or determine if additional research is warranted. If additional research is warranted, the SFR will be forwarded to the appropriate specialized technical activity for the review of application/maintenance action of the item. The technical activity provides their findings to the TA. The TA determines validity of material being requested. If the material is the only product available for a specific application and determined to be acceptable by the TA, the item is approved and added to SHML. If the material is not acceptable to the TA, the item is prohibited on the SHML and an alternate will be provided if available.

c. HSC TAs shall forward SFRs to the Naval Environmental Health Center (NEHC) for an industrial hygiene review to determine if the material is hazardous to the environment or to the safety and health of ship's crew. TAs shall coordinate all review actions and issue final disposition of each SFR in letter format.

5. PRIORITIES AND CASREPS. In an effort to maintain timely and consistent communication between afloat units and SHML management activities, SFRs shall be assigned a priority designator (in accordance with par 3048) by the requester at the time of SFR generation. In the event of a CASREP action, the annotation of CASREP shall be applied to the SFR. The TA will respond to SFRs within 2 working days after notification from NAVICP.

8209 SFR PREPARATION

1. The SFR will be completed in accordance with the following instructions. See the following pages for samples of hard copy and SALTS SFR formats.

INSTRUCTIONS FOR SHML FEEDBACK REPORT (SFR)

<u>Data Block</u>	<u>Description</u>
Activity Information	
Ship/Airwing/Activity Name	Enter Ship/aircraft/shore name and number.
UIC	Enter the reporting activity's Service Designator and Unit Identification Code.
Recommended Action Add/Delete/Other	Check appropriate box for item Addition, Deletion or Other, such as substitution or alternate product.
TYCOM	Enter the reporting activity's Type Commander
Priority	Enter the appropriate priority designator.
Manufacturer Data	
NSN	Enter the National Stock Number for the item listed on the SFR request.
Trade Name/Nomenclature	Enter the item's trade name or nomenclature such as detergent, general purpose window cleaner, etc.
Part Number or SPEC	Enter the manufacturer's product number/designator or the Military/Federal specification number (if applicable).
Manufacturer Name	Enter the name of the item's manufacturer/supplier.
Address	Enter the manufacturer/supplier's address as shown on the product and phone number, if available.
CAGE	Enter the Commercial and Government Entity identifier, a 5-digit number used to identify the item's manufacturer/supplier. CAGE numbers are found in DLA Handbook H4/H8.
Technical Data	
Is MSDS sheet available in HMIS, MSDS Number	Check the appropriate box. If yes, list the item's 5-digit serial number, found in HMIS. If the item is not found in HMIS, attach a copy of the original MSDS to the SFR (if available).
Maintenance Index Page (MIP)	Enter the appropriate MIP number that requires use of this item.

<u>Data Block</u>	<u>Description</u>
Technical Data (cont)	
Maintenance Requirement Card (MRC) Number	Enter the appropriate MRC number that requires use of this item.
APL/AEL	Enter appropriate Allowance Parts List (APL) or Allowance Equipage List (AEL) number that authorizes this item.
Tech Manual & Rev	Enter the technical manual name, number and revision that requires this item.
Estimated Yearly Requirement	Enter the estimated quantity (i.e., pounds, gallons, etc.) of the product that will be used in one year.
UI	Enter the unit of issue for the hazardous material.
Aircraft Application	Enter yes or no as appropriate.
Matl's application/ equipment or use	Mandatory. Enter material's intended application or use if not indicated in the technical section of this SFR.
Other pertinent data	Enter other technical data pertinent to the SFR action, including message traffic from SYSCOM/TYCOM regarding use of the hazardous material. Provide copy if available.
Currently used NSN/ product to be replaced	Mandatory. Enter currently used NSN or product to be replaced by this SFR request.
Why is this product preferred/justification/ comments	Enter other justification or comments deemed necessary.
Certification	
Requestor Point Of Contact Information	Provide signature of the SFR generator in addition to the printed name, title and phone number.
TYCOM/HSC Only Recommended Action	FOR TYCOM/HSC USE ONLY - Check applicable box and provide the printed name, title and phone number. Provide alternate NSN when applicable.
Endorsements	
**Commanding Officer's Name and Title	Required for hazardous material not listed in the SHML. Provide signature as well as printed name, rank and phone number. Electronic submission of SHML feedback reports constitutes CO's approval.

SALTS SFR SCREENS

Submit/Edit/View SHML Report X

SHIP'S HAZARDOUS MATERIAL LIST FEEDBACK REPORT

Ship/Airwing/Activity: UIC Route: ☐ UIC: Action: ☐

Tycom: ▼ PRI: ☐ NSN: Trade Name/Nomen:

P/N or SPEC:

Manufacturer Name:

Manufacturer Address:

City: State: Zip Code:

Phone: Cage: MSDS Number:

APL/AEL: Technical Manual:

Revision: ☐ Estimated Yearly REQ: - ☐ U/I: ☐

MAINT Index Page (MIP) #: MAINT Req Card (MRC) #:

MATL APPL/Equipment or Use:

Other Pertinent Data:

CASREP?
☐ Yes
☐ No

MSDS Avail?
☐ Yes
☐ No

Aircraft Appl?
☐ Yes
☐ No

NEXT SCREEN

CANCEL

HELP

Submit/Edit/View SHML Report X

Currently Used NSN/Product to be Replaced:

Why is this Product Preferred/Justification/Comments:

Finished

Cancel

Prev Screen

Print

Help

** If a NAVAL Message, provide DTG/SUBJ/POC Listed **

** Provide Copies of any Available Justification if Mailed or Faxed **

Ship POC Name: Ship POC Phone:

CO's Name: CO's Phone:

** NOTE: Electronic Submission of SFR Constitutes CO's Approval **

Date/Time: Hardware SYS COM:

TYCOM: Use Alternate:

TYCOM Name: TYCOM Phone:

TYCOM App?
☐ Yes
☐ No

THIS FORM IS AUTOMATICALLY SENT TO NAVICP-M, NAVAIR AND NSWC

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Special Material

SFR, NAVSUP FORM 4400

SHIP'S HAZARDOUS MATERIAL LIST FEEDBACK REPORT (SFR)			
ACTIVITY INFORMATION			
Ship/Airwing/Activity Name: _____		UIC: _____	
Recommended Action Add/Delete/Other: _____		TYCOM: _____	
Priority: _____		For hardcopy submissions, forward SFR request to:	
		Commanding Officer Naval Inventory Control Point P.O. Box 2020 Code 0541.SFR 5450 Carlisle Pike Mechanicsburg, PA 17055-0788	
MANUFACTURER DATA			
NSN: _____		Trade Name/Nomenclature: _____	
Part Number or SPEC: _____			
Manufacturer Name: _____			
Address: _____			
City: _____		State: _____ Zip: _____	
Phone: _____		CAGE: _____	
TECHNICAL DATA			
Is MSDS sheet available in HMIS: _____ Y/N		MSDS Number: _____	
Maintenance Index Page Number (MIP): _____			
Maintenance Requirement Card Number (MRC): _____			
APL/AEL: _____		Tech Manual: _____ Rev: _____	
Estimated yearly requirement: _____		UI: _____ Aircraft Application: _____ Y/N	
Mat'l's application/equipment or use: _____			
Other pertinent data: _____			
Currently used NSN/product to be replaced: _____			
Why is this product preferred/justification/comments: _____			
Provide copies of any available identification documentation.			
CERTIFICATION			
Requestor Point of Contact Information		TYCOM/HSC ONLY Recommended Action:	
Signature _____		Hardware Sys Com: _____	
Date/Time _____		TYCOM: _____ Approved/Disapproved: _____	
Printed Name and Title _____		TYCOM Printed Name and Title _____	
Telephone _____		Telephone _____	
		Use Alternate: _____	
ENDORSEMENTS			
**Commanding Officer's Printed Name and Title:		** CO's signature denotes acceptance of the procurement and use of this non-SHML hazardous material.	
LAST FI. MI. RANK _____		Electronic Submission of SHML Feedback Reports	
Phone _____		Constitutes CO's Approval.	
Signature _____		Date _____	

NAVSUP Form 4400 front

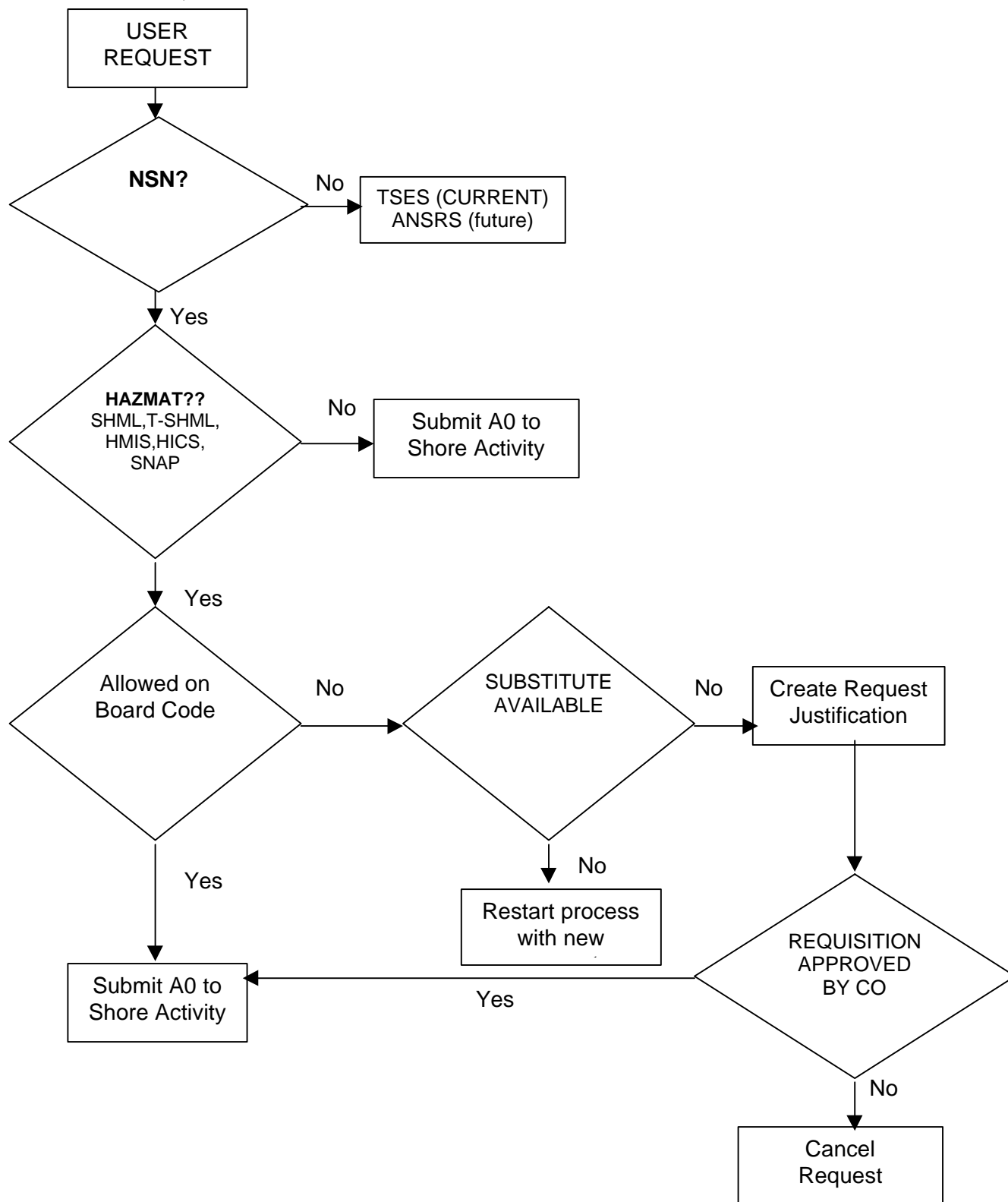
Section III: MANAGEMENT AND CONTROL**8210 MATERIAL REQUESTS**

1. PROCEDURES. All requests for Hazardous Materials (HM) must be processed through the Hazardous Inventory Control System (HICS) Coordinator or HAZMIN Supervisor. The requester must provide name, J-dial, Division and Work Center (as appropriate) and the type and quantity of HAZMAT required. Providing the National Stock Number (NSN) facilitates the ordering process. However, the HICS program is capable of search its internal inventory database by nomenclature and military specification (MILSPEC) number. Multiple items may be ordered on a single request. The HICS program will print an issue document and bar-code tracking label which the customer then takes to the appropriate "issue" point.

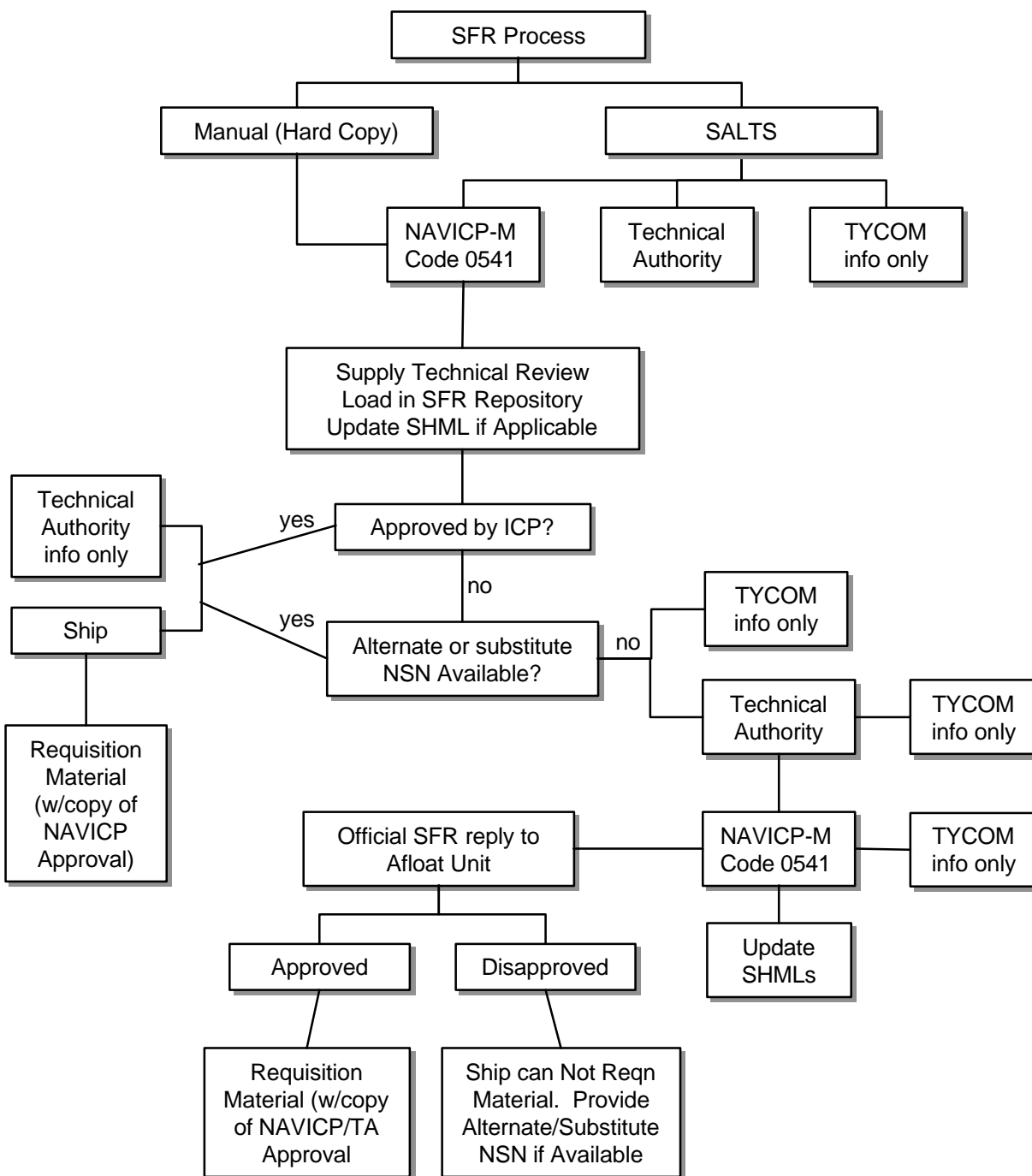
2. ISSUES. All HM issues will be processed as a customer walk-thru at the Re-Use area. The goal is to provide the material to the customer as soon as possible. If the requested HM is not available in the Re-Use facility, the HICS coordinator shall take immediate action to meet the requirement through Supply Department stock. Validation will take place via the Ships Hazardous Material List (SHML) if the item requested is not carried.

3. REQUISITIONS. The Supply department, using the HMC&M CD-ROM, will screen material requests prior to off-ship requisition release to ensure material is authorized for afloat use. Afloat units are authorized to requisition only those HMs that are listed on the SHML. It is imperative that new or non-SHML items be evaluated for health, safety, environmental impact and effective performance, prior to procurement and use. If the requested item is determined to be unauthorized for afloat use, the requisitioner must generate and submit a SHML Feedback Report (SFR) in accordance with par. 8208 prior to initiating the requisitioning action. The SFR must be completed in its entirety, including valid justification for requisitioning the material. The Commanding Officer's approval is required for all non-SHML requirements. An electronic SFR submission constitutes the Commanding Officer's approval. After the SFR is reviewed and processed, NAVICP Code 0541 will notify the ship via SALTS or phone whether or not they are allowed to order the material. NAVICP Code 0541 will update the appropriate SHMLs. If the SFR is approved, the ship can requisition the material. If the SFR is disapproved, every effort will be made to provide either an alternate or substitute NSN to fulfill the requirement. If a requisition containing an unapproved HM is initiated, the requisition will be rejected with a 'CQ' reject code. See Ships Requisition and SFR Process flow charts on the following pages.

HAZMAT REQUISITIONING PROCESS



SFR PROCESS



8211 PROCUREMENT FROM COMMERCIAL SOURCES

1. GENERAL. Prior to approving an open purchase for an item of supply, the ship must determine if the material being purchased is hazardous. Hazardous material can not be procured until it is authorized on board per returned SFR and/or SHML. All Hazardous Material open purchase requests will be approved by the Commanding Officer, or the Supply Officer when he/she is a Supply Corps Officer in the grade of Commander or above. Approval authority will not be delegated below this level. The purchase of HM using the Government Wide Commercial Purchase Card shall not be done except for those items defined in NAVSUPINST 4200.85C and which are procured using, at a minimum, the following procedures:

a. The end users/cardholder must comply with established local procedures for procurement and use of HM. The material must be screened against the afloat activity's SHML and the designated HAZMAT official must approve the appropriate vendor-provided Material Safety Data Sheet (MSDS).

b. Pre-award approval will be obtained by submitting a copy of a current vendor-provided MSDS along with the purchase request to the designated HM official.

c. If the HM official approves the purchase, instruct the vendor that:

(1) A change in material approved under this purchase is not permitted.

(2) The shipping container must be labeled in accordance with direction in the Hazard Communication Standard (29 CFR 1910.1200 et. seq.)

2. MATERIAL SAFETY DATA SHEET (MSDS). DOD HMIS (see par. 8206) requires that a Material Safety Data Sheet (MSDS) be completed for all hazardous material purchased from commercial sources. MSDS information will be supplied by the vendor or obtained from the HMIS portion of the HMC&M CD-ROM. Afloat units are responsible for ensuring that hazardous material purchased directly from commercial sources is controlled in accordance with OPNAVINST 4110.2 and other directives.

3. FEDERAL SUPPLY CLASSIFICATION AND HAZARDOUS MATERIAL. To ensure adequate identification of all hazardous materials purchased from commercial sources, an MSDS will be completed for all purchases of specific FSCs and of specific items within other FSCs. The following charts provide basic guidance and are not to be considered as the only factor for MSDS preparation.

Special Material

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- a. All commercial purchases for items in the following FSCs require MSDS documentation:

FSC Title

6810 Chemicals

6820 Dyes

6830 Gasses: compressed and liquefied

6840 Pest control agents and disinfectants

6850 Miscellaneous chemical specialties

7930 Cleaning and polishing compounds and preparations

8010 Paints, dopes, varnishes, and related products

8030 Preservative and sealing compounds

8040 Adhesives

Group 91 (Packaged Products Only)

9110 Fuels, solid

9130 Liquid propellants and fuels, petroleum base

9135 Liquid propellants, fuels, and oxidizers, chemical base

9140 Fuel oils

9150 Oils and greases: cutting, lubricating, and hydraulic

9160 Miscellaneous waxes, oils, and fats

b. The following provides examples of items carried in other FSCs which require MSDS preparation for commercial purchases:

<u>FSC</u>	<u>Title</u>	<u>Examples of Hazardous Items Requiring Identification</u>
1370	Pyrotechnics	Warning fuses, fire starter
1375	Demolition materials	Explosive device
2520	Vehicular power transmission components	Items containing asbestos
2530	Vehicular brake, steering, axle, wheel, and track components	Items containing asbestos
2540	Vehicular furniture and accessories	Items containing asbestos
2640	Tire rebuilding and tire and tube repair material	Items containing flammable or toxic compounds
3433	Gas welding, heat cutting, and metalizing equipment	Compressed gasses
3439	Miscellaneous welding, soldering, and brazing supplies and accessories	Hazardous items such as cleaners, acids, flux, and supplies containing or producing hazardous fumes
3610	Printing, duplicating, and bookbinding equipment	Flammable or toxic lithographic solutions
3655	Gas generating and dispensing systems, fixed or mobile	Items producing hazardous fumes
3680	Foundry machinery, related equipment and supplies	Flammable or toxic casting compounds

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<u>FSC</u>	<u>Title</u>	<u>Examples of Hazardous Items Requiring Identification</u>
4240	Safety and rescue equipment	Items that release oxygen or contain compressed gasses or initiating charges
5610	Mineral construction materials, bulk	Hazardous items such as cutback asphalt, deck and floor covering, deck and surface underlay compounds, sealing compounds, flight deck compounds
5640	Wallboard, building paper, and thermal insulation materials	Asbestos cloth having loose fibers or whose flying may become airborne and materials containing formaldehyde
5820	Radio and television	Circuit cooling items contained in communications equipment (i.e., gases that are regarded, except airborne, as hazardous to the Earth's ozone layer)
5835	Sound recording and reproducing equipment	Recording tape cleaners containing hazardous cleaning fluids or packaged in pressurized containers
5910	Capacitors	Items containing Polychlorinated Biphenyls (PCBs)
5915	Filters and networks	Items containing Polychlorinated Biphenyls (PCBs)
5920	Fuses and lighting	Items containing radioactive materials
5925	Circuit breakers	Items containing radioactive materials or mercury
5930	Switches	Items containing radioactive materials or mercury
5935	Connectors, electrical	Kits containing flammable chemicals
5950	Coils and transformers	Items containing Polychlorinated Biphenyls (PCBs)
5960	Electron tubes and associated hardware	Electron tubes containing mercury or radioactive isotopes and requiring warning labels and magnetic magnetron tubes that require special precautions when being prepared for air shipment
5965	Headsets, handsets, microphones, and speakers	Items containing magnetic materials
5970	Electrical insulators and insulating material	Items containing asbestos, flammable solvents, or PCBs
5975	Electrical hardware and supplies	Items containing asbestos
5985	Antennas, waveguides, and related equipment	Items containing radioactive material; kits containing flammable chemicals
5995	Cable, cord, and wire assemblies	Items containing asbestos

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<u>FSC</u>	<u>Title</u>	<u>Examples of Hazardous Items Requiring Identification</u>
5999	Miscellaneous electrical and oxide electronic components	Contact plates containing beryllium; strongly magnetic items
6135	Batteries, primary	Lead-acid, lithium, mercury batteries, and alkaline (with electrolyte)
6140	Batteries, secondary	Those wet or moist items containing corrosive or other hazardous compounds
6220	Electric vehicular lights and fixtures	Items containing mercury
6230	Electric portable and hand lighting equipment	Items containing wet batteries
6240	Electric lamps	Items containing mercury
6260	Nonelectrical lighting fixtures	Items containing mercury
6350	Miscellaneous alarm, signal and security detection systems	Items containing wet batteries or radioactive materials
6505	Drugs, biological, and official reagents	Hazardous items as defined in par. 8205
6508	Medicated cosmetics and toiletries	Hazardous items as defined in par. 8205
6510	Surgical dressing materials	Items containing flammable solvents
6520	Dental instruments, equipment, and supplies	Items containing flammable solvents, mercury, or asbestos
6525	X-ray equipment and supplies; medical, dental, veterinary	Items containing hazardous chemicals, solvents
6625	Electrical and electronic properties measuring and testing instruments	Items containing radioactive materials
6640	Laboratory equipment and supplies	Items containing flammable compounds, mercury, or asbestos
6685	Pressure, temperature, and humidity measuring and controlling equipment	Items containing mercury or compressed gasses
6740	Photographic developing and finishing equipment	Items containing radioactive compounds
6750	Photographic supplies	Items containing hazardous chemicals, solvents, thinners, and cements

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<u>FSC</u>	<u>Title</u>	<u>Examples of Hazardous Items Requiring Identification</u>
6780	Photographic sets, kits, and outfits	Items containing hazardous chemicals, solvents, thinners, and cements
7360	Food preparation and serving sets, kits, and outfits	Items containing compressed gasses, such as fire extinguishers
7510	Office supplies	Hazardous items such as solvents, thinners, cleaning fluids, flammable inks and varnishes
8405	Outerwear, men's	Maintenance kits containing flammable solvents
8410	Outerwear, women's	Maintenance kits containing flammable solvents
8415	Clothing, special purpose	Maintenance kits containing flammable solvents
8465	Individual equipment	Maintenance kits containing flammable solvents
8510	Perfumes, toilet preparations and powders	Shipping containers and pressurized containers with flammable or nonflammable propellants
8520	Toilet soap, shaving preparations, and dentrifices	Shipping containers and pressurized containers with flammable or nonflammable propellants
8720	Fertilizers	Items containing weed and pest controls or other harmful ingredients or items that are hazardous because of their composition
9390	Miscellaneous fabricated nonmetallic materials	Items containing flammable solvents or asbestos
9920	Smokers articles and matches	Lighter fuel and matches only
9930	Memorials; cemetarial and mortuary equipment and supplies	Items containing formaldehyde or its solutions

8212 CONTAINER TRACKING AND CONTROL OF HAZMAT

1. GENERAL. Container tracking enables "Cradle to Grave" control of HAZMAT. This function ensures that every container of HAZMAT is handled properly. Container control numbers are automatically generated by the HICS program.

8214 EXCESS HAZARDOUS MATERIAL

1. PHILOSOPHY. Collect HM whenever feasible IAW OPNAVINST 5100.19C. Reduce the volume of HM turned into shore facilities through "source reduction" and "recycling". Reduced excess hazardous material volume computes to "savings" by avoiding turn-in costs.

2. SPECIFIC MATERIALS.

a. Liquids and Paints. All "compatible" HM which cannot be re-issued is to be consolidated into containers for offload where appropriate. Substances which are "incompatible" such as chlorinated/non-chlorinated solvents and synthetic/natural lube oils will not be mixed. Identify the various HM streams and set up procedures accordingly IAW OPNAVINST 5100.19C.

b. Rags. Rags are approximately 35 percent of the ships HM volume. While at sea, all rags contaminated with HAZMAT must be collected and turned in ashore for disposal or recycling. Synthetic absorbent material must not be incinerated.

c. Recycling. Whenever possible, all petroleum products and synthetic oils should not be contaminated and should be recycled ashore.

8215 SHIPMENT OF HAZARDOUS MATERIAL

1. GENERAL. Hazardous material refers to any material which under conditions incident to transportation may cause fire, create damage by chemical reaction or create a transportation hazard. HAZMAT includes material classified as explosive, flammable, corrosive, combustible, oxidizing, poisonous, compressed gas, toxic and radioactive.

Section IV: HANDLING AND STOWAGE

8216 STOREROOMS AND LOCKERS

1. GENERAL. Certain materials with inherent hazardous properties require special stowage facilities and handling precautions. The OPNAVINST 5100.19 (Series), Naval Ships' Technical Manual (Chapters 670 and 9230), and the Hazardous Material Information Systems (HMIS) DOD 6050.5-LR outline the requirements for shipboard stowage of dangerous and semi-safe materials, and list these materials under each classification. Section A of the HMIS also includes a disposal code for each item listed. This code, which is explained in the "Waste Disposal Procedures" of the HMIS, indicates the pretreatment method and ultimate disposal action prescribed for spilled, spoiled, or other waste quantities of the item to which it applies. Shipboard stowage facilities commonly used for hazardous general stores items are discussed in the following subparagraphs.

2. FLAMMABLE LIQUIDS STOREROOM. The flammable liquids storeroom normally will be located at either end of the ship, below the full load waterline, not adjacent to a magazine, and will be equipped with an automatic fire alarm and CO2 system. This storeroom also should have incandescent and explosion proof overhead lights (protected by lamp guards), with the switch outside the compartment; and non sparking vent fans, with the controllers outside the compartment. Flammable items required to be stowed in the flammable liquids storeroom are assigned special material content codes (SMCCs) in the HMIS as follows:

- a. Liquids: SMCCs "D", "F", "G", "P" (when applicable to wood alcohol), and "S";
- b. Pastes, greases, and other semi-solids: SMCC "G";
- c. Solids: SMCC "Z".

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3. **ACID LOCKER.** An acid locker is a leakproof lead-lined box, chest, or locker especially designed for stowing bottles or carboys of acid. A label bearing the inscription "ACID BOTTLE STOWAGE" in 3/8 inch letters must be securely attached to the lid of each acid locker. Acid lockers will be kept in the flammable liquids storeroom. However, acid lockers which contain only medical acids may be kept in a medical storeroom. Items required to be kept in the acid locker are assigned SMCC "V" in the HMIS. Nitric acid (an oxidizer), which is coded "J" in the HMIS, also is required to be kept in the acid locker (see par. 8216-3).

4. **ALCOHOL LOCKER.** An alcohol locker is a chest or locker used for security stowage of grain alcohol's which are highly susceptible to pilferage (i.e., ethanol or ethyl alcohol). Alcohol lockers will be located in the flammable liquids storeroom; however, lockers that contain only medicinal alcohol (100 proof or less) may be located in any secure space designated by the Commanding Officer (see par. 1118-4).

5. **WORK CENTERS.** Only actual in-use quantities of HAZMAT are permitted in the work center. All HAZMAT containers checked out from the "HAZMIN center" must be returned within 48 hours whether partially full or completely used. This policy ensures that all hazardous material is quickly and completely used, that HAZMAT containers are properly disposed of, and that no HAZMAT is stored in unauthorized locations. The following are examples of "authorized" exceptions:

a. **Emergency requirements.** Material to meet surge or emergencies such as aircraft engine oil, hydraulic fluid, photographic chemicals, etc.

b. **Multi-Use.** Material used several times each day for work center production. Cleaning solvents and cleaning detergents such as Federal Supply Classification (FSC) group 79.

Each workcenter should determine in advance the HM they require on hand in an approved workcenter Hazardous Material Storage Locker. Each workcenter must provide a list to the Supply Department of the types and quantities which reflect the absolute minimum to conduct operations as well as approved storage locations. Quantities can be determined/verified by examining maintenance requirements.

8217 ACID

Liquid acid, unless classified as safe material in the Naval Ship's Technical Manual, Chapter 670, will be stowed in an acid locker (see par. 8216-3). If an acid locker is not available, acid bottles will be stowed in the flammable liquids storeroom; but in this case, the deck and the lower part of the bulkhead must be covered with a watertight rubber lining, and a label inscribed "ACID BOTTLE STOWAGE" in 3/8 inch letters must be securely attached to the outside of the storeroom door. Corrosive acids are acute fire hazards and, therefore, should be stowed separately from oxidizing or flammable materials. Corrosive acids (or vapors) must not be allowed to come in contact with the skin or eyes. A storekeeper who stows or issues these acids will wear rubber gloves, rubber aprons, and goggles (as necessary) to protect himself and his clothing from acid burns.

8218 ALCOHOL

Since most commonly used alcohol's have a flash point below 100°F, all alcohol will be stowed in the flammable liquids storeroom. Not all alcohol is readily identifiable by name. For example, many lacquer thinners have methanol (wood alcohol), which is extremely poisonous, as the principal ingredient. The HMIS identifies these items by name and NSN. Grain alcohol (ethanol or ethyl alcohol) is required to be stowed in an alcohol locker (see par. 8216-4).

8219 OXIDIZING MATERIAL

1. GENERAL. Many shipboard fires with resultant fatalities have been attributed to improper stowage or handling of oxidizing materials, particularly calcium hypochlorite. Oxidizing materials listed in the HMIS are identified by SMCC "J". Nitric acid, a strong oxidizer, will be stowed in the acid locker (see par. 8216-3). Oxygen and chlorine gases will be stowed in accordance with par. 8220-3, and calcium hypochlorite will be stowed in accordance with the following subparagraph. All other oxidizers will be stowed in a dry compartment, away from combustible materials.

2. CALCIUM HYPOCHLORITE

a. Description/Use. Calcium hypochlorite is a bleaching agent and disinfectant. On board ship it is authorized for use in the purification of potable water, sewage treatment and biological and chemical (B/C) agent decontamination. It is not authorized as laundry bleach. Calcium hypochlorite itself is noncombustible, however, it is a strong oxidizing agent which will generate heat, liberate chlorine, and cause fire when stowed in contact with paints, oils, greases, detergents, acids, alkalis, antifreeze, fabrics and other organic and combustible materials.

b. Stocking Requirements. Stocks of calcium hypochlorite shall not be maintained specifically for B/C decontamination. Stocks for other applications are adequate for emergency decontamination. Only six ounce bottles shall be procured and used for potable water purification. Three and three quarter (3-3/4) pound bottles shall be used for sewage waste treatment.

c. Safety Requirements. Handling, stowage and disposal of calcium hypochlorite requires the following precautions to be observed:

(1) Calcium hypochlorite will be stored in bins or lockers labeled "HAZARDOUS MATERIAL-CALCIUM HYPOCHLORITE" in red letters on a white background. Bins or lockers should be located above the waterline and at least five feet away from any point heat source or surface which may exceed 100°F. They must not be subject to condensation or water accumulation. The area shall not be adjacent to a magazine and shall not be used for stowage of paints, oils, greases, or combustible organic materials.

(2) No more than 48 six ounce bottles or 36-3/4 pound bottles shall be located in any individual locker or bin.

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(3) Ready usage stock of calcium hypochlorite issued only to personnel designated by the medical or engineering department shall be stored in a locked box mounted on a bulkhead preferably in the cognizant department office space. Under no circumstances is the box to be installed in a machinery space, flammable liquid storeroom, berthing space storeroom or in the oil and water test laboratory areas. No more than seven days supply shall be maintained in ready usage stock at any one time.

(4) For submarines, the ready usage stock of six ounce bottles issued to the medical and engineering department shall be stowed in a Medical Instrument and Supply Case NSN 6245-00-131-6992 which shall be kept in a secured locker located in accordance with par. 8219-2c(1) in the cognizant department office space.

(5) For CLF ships calcium hypochlorite carried as cargo shall be stored in a separate enclosure constructed of steel or expanded metal with a secured door. Location of such enclosure shall be in accordance with par. 8219-2c(1).

d. Disposal. Spills or contaminated calcium hypochlorite may be disposed of into water, flushed to the drain or to the bilge. There is no fire hazard from dissolved calcium hypochlorite even in an oily bilge. Sweepings should be dumped immediately into the water (never in a trash can) and the broom or brush rinsed immediately. Sweepings must not be carried dry for disposal because the dust is dangerous in shipboard drafts.

3. ORGANIC CHLORINE LAUNDRY BLEACH. This bleach is the only laundry bleach authorized for surface ship use. It is less hazardous than calcium hypochlorite but under conditions of high heat and humidity, the organic chlorine laundry bleach could emit fumes which could be hazardous to personnel. Store this bleach in a cool, dry place as far away from conditions of high heat and humidity as possible.

8220 COMPRESSED GASES

1. GENERAL. Compressed gases must be stowed on the weather deck, unless the ship has below deck stowage spaces specifically designed for such material. Compressed gas cylinders will be stowed vertically and securely (with valve protection caps in place), away from other flammable materials (especially grease and oil). When compressed gases are stowed on the weather deck, the cylinders will be located as far as possible from navigation, fire control, or gun stations; and will be protected from direct rays of the sun, or accumulation of snow and ice. When compressed gases are stowed below deck, any leaking fumes must be prevented from entering ventilation air intakes leading to working or living spaces. Since there usually is some gas remaining in most cylinders considered to be empty, "empty" cylinders will be stowed and handled with the same precautions as full cylinders. Compressed gases, particularly the flammable and explosive gases, must be handled with extreme care. Some rules for handling compressed gas cylinders are:

a. Compressed gases are categorized as flammable (acetylene), non-flammable (helium, nitrogen, carbon dioxide, argon), and oxidizing (oxygen, chlorine). Flammable and oxidizing gases will not be stowed in the same compressed gas storeroom. Non-flammable gases may be stowed with either flammable or oxidizing gases.

b. Take every precaution to prevent cylinders from being dropped or forcefully struck against hard surfaces (including other cylinders). Do not tamper with the safety devices in cylinder discharge valves; and when cylinders are not in use, be sure that the valve protection caps always are securely attached. If the valve of a compressed gas cylinder should be snapped off, the released energy would cause the cylinder to behave as a missile. For example, a cylinder that is pressurized to 2,200 pounds psi (per square inch) can travel, 2,600 feet in free flight; and in a confined space, it could be disastrous.

c. Prevent cylinders from contact with fire, sparks, or electrical circuits. An exploded steel cylinder would have the same destructive effect as an exploded bomb.

d. Do not drag or slide cylinders required to be moved. Secure and move them in hand trucks that meet the criteria prescribed in the Naval Ships' Technical Manual, Chapter 9230. If suitable hand trucks are not available, tilt the cylinders and roll them on the bottom edge.

e. Secure cylinders in a cradle, pallet, or rack when they are loaded or off loaded with a crane or derrick. Never hoist cylinders with electromagnets, or with hooks or line attached to the valve protection cap.

f. Do not alter or deface the numbers or other markings on the cylinders; do not add markings without approval of the engineering officer; and do not issue cylinders if their contents cannot be identified. Detailed information relative to the stowage, handling, and use of various types of compressed gases are contained in the Naval Ship's Technical Manual, Chapter 550.

2. ACETYLENE

a. Explosive Potential. Acetylene is inherently unstable, and may explode when subjected to heat or shock, or upon contact with chlorine or certain metals such as copper, silver, and mercury. Therefore, acetylene must be stowed separately from oxygen or any other materials with which it forms an explosive compound; the gas must never be allowed to escape into an enclosed area; and the cylinders must be protected from flames, sparks, lightning, and static electricity. Testing for suspected leaks should be done with soapy water.

b. Toxicity. In moderate concentrations, acetylene may act as an intoxicant. In higher concentrations, it will cause unconsciousness, and ultimately asphyxiation. Some grades of acetylene also contain many impurities. Therefore, breathing of acetylene in any concentration for any length of time must be avoided.

c. Upright Stowage Required. Acetylene in cylinders is dissolved in acetone which has a tendency to flow into the valve if the cylinders are stowed horizontally. For this reason, acetylene must be stowed and used only in an upright position, valve end up. When it is known or suspected that acetylene cylinders have been stowed on their sides, they will not be used until they have been in a vertical position for at least two hours.

3. OXYGEN AND CHLORINE. Oxygen and chlorine are oxidizing gases which, because they can burn without air, strongly support combustion. Chlorine is also poisonous. Oxygen and chlorine cylinders must be stowed on the weather deck, or in a separate watertight storeroom which has at least one compartment between it and any space that is used for the stowage of combustibles such as flammable liquids or gases, ammunition, paint, gasoline, and oil.

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4. **NONFLAMMABLE GASES.** Helium, nitrogen, carbon dioxide, and argon are nonflammable gases which, because of their inert characteristics, may be stowed with flammable or oxidizing gases. However, since these nonflammable gases will not support respiration (a sufficient concentration in a closed space will cause asphyxiation), they must be stowed on the weather deck or in other well ventilated spaces. The same precautions are appropriate for halocarbon liquids because of their high vapor pressure, lack of odor, and tendency to displace air, causing suffocation. Halocarbon liquids are compounds of carbon containing any of the halogen element; fluorine, chlorine, bromine, iodine, or astatine (examples are: Monochlorodifluoromethane NSNs 6830-00-060-9972 or 6830-00-106-1659.)

5. **AEROSOL PRODUCTS.** Aerosol products are liquids, solutions, or powders suspended in a gas propellant and contained in dispensers equipped with release valves. Containers of aerosol are used for the disposal of paints, enamels, lacquers, insecticides, silicones, rust preventives, etc. The aerosol propellants may be low boiling halogenated hydrocarbons or other hydrocarbons such as liquefied propane or isobutane. Aerosol cylinders will burst if exposed to heat sources in excess of 120° F, and are prone to leakage if subjected to impact. Aerosol propellants are extremely flammable and, in sufficient concentration, can be anesthetic or asphyxiating. Aerosol products, therefore, should be stowed in the flammable liquids storeroom, or in cabinets away from oxidizing materials; and mechanical ventilation will be used, when necessary, to remove accumulated vapors.

8221 FLAMMABLE OR COMBUSTIBLE MATERIAL

1. **GENERAL.** Flammable liquids have a flash point of 100° F or below; combustible liquids, greases, and pastes have a flash point of 200° F or below. Items which are flammable and/or combustible include:

- a. Gasoline, oils, kerosene, and other petroleum products;
- b. Chemicals;
- c. Stencil paints, marking inks, and printers ink;
- d. Solvents, thinners, primers, compounds, varnishes, and lacquers;
- e. Alcohol, acetone, ether, and naphtha;
- f. Greases and pastes.

Except for drummed petroleum products, which may be stowed in racks on the weather deck in accordance with the Naval Ship's Technical Manual, Chapter 670, flammable liquids and other flammable or combustible material will be stowed in the flammable liquids storeroom (see par. 8216-2).

8222 RADIOACTIVE MATERIAL

Radioactive items listed in FEDLOG are identified by SMCC "R", or "X" if radioactive and magnetic. Radioactive instruments (see par. 4506), electron tubes, and certain other items are labeled with the conventional United States Nuclear Regulatory Commission (USNRC) radiation symbol, which must not be removed or obliterated. The radiation levels or radioactive material depend upon the type and concentration of isotopes in each unit and the number of units stowed together. Any area used for stowage of radioactive material (or each bin if there is no designated area) will be conspicuously posted with the standard radiation symbol and the words "CAUTION RADIOACTIVE MATERIAL", and as a minimum, will be monitored when initial or replenishment stocks of radioactive items are stowed. Rubber gloves, safety goggles and rubber apron will be worn and extreme caution will be used in handling damaged/broken radioactive instruments, electron tubes, etc., to prevent absorption of dangerous radioactive particles through skin abrasions. Any suspected radiation hazard will be promptly reported to the radiological safety officer and a representative of the medical department.

8223 TOXIC SUBSTANCES

A toxic (poisonous) substance may cause discomfort, asphyxiation, and/or death if ingested or inhaled, or if absorbed through the skin. Therefore, adequate precautions must be taken to prevent such dangers when stowing or issuing toxic materials (i.e., items assigned SMCC "T" in the HMIS). Toxic substances will be stowed in a cool, well ventilated area, separate from acids; and will be protected from fire hazards or impacts which may break seals or damage containers. Each case, carton, and individual container of toxic material must be labeled with a warning such as the following:

**"POISON! IF TAKEN INTERNALLY, WILL CAUSE SERIOUS ILLNESS, AND
POSSIBLE DEATH!"**

It is particularly important to ensure that containers of poisonous liquids such as industrial alcohol are clearly identified and labeled (i.e., to prevent human consumption, which can be fatal).

Section V: HAZARDOUS INVENTORY CONTROL SYSTEM (HICS)**8225 INTRODUCTION**

1. GENERAL. HICS is a user friendly computer software program designed for IBM or IBM compatible personal computers (PCs). This software is essential to each ship for running and operating the "Re-Use" facility. HICS provides the database for effective management of the "in-use" portion of the HAZMAT inventory.

2. CONFIGURATION. The HICS program can operate on a 386 PC or above with a 20 MB hard drive. Additional equipment required are the barcode printer, reader and back-up drive.

a. System Set-up. The HICS program does not come with an inventory database built in. Each afloat unit must build and tailor their own inventory.

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b. Customer Identification and Pricing. Accurate pricing information is important if you wish to collect meaningful cost and savings information analysis. Each afloat unit should develop a plan for customer identification within HICS. Customer identification affects reports, container tracking and issues. Codes may be developed down to the workcenter level within a division.

8226 SYSTEM MAINTENANCE

1. GENERAL. Basic Automated Data Processing (ADP) system maintenance, such as re-indexing and optimizing the hard disk drive are required to maintain system integrity. It is recommended on a weekly basis. System back-ups are required on a daily basis. On a quarterly basis, the database should be archived.

8227 RECORD KEEPING

1. REPORTS. Data collection has proven valuable for tracking the program's progress, adjusting HI/LO limits and performing research. The following reports are standard HICS options and should be produced on a weekly basis:

- a. Master list
- b. Issue list by initiated
- c. Receive list
- d. Container tracking summary

Section VI: HALONS AND CHLOROFLOROCARBON (CFC) REFRIGERANTS**8230 GENERAL**

Halons and Chlorofluorocarbon (CFC) Refrigerants are Ozone Depleting Substances (ODS). The Montreal Protocol banned production of all halons as of 1 Jan 94 and production of chlorofluorocarbons stopped as of 1 Jan 96. A Department of Defense ODS reserve has been established to ensure availability of halons and refrigerants for existing mission critical equipment until suitable substitute materials are found or new, non-ODS equipment is designed and fielded. Mission critical applications are defined as those applications where the ODS is used on or in direct combat support of Navy ships and aircraft.

8231 PROCUREMENT

1. SOURCE OF SUPPLY. Defense Logistics Agency (DLA) provides central management for ODS products. The Inventory Control Point for the ODS reserve is Defense Supply Center Richmond (DSCR), Richmond VA. The primary storage site is Defense Depot Richmond VA (DDRV), however the Fleet and Industrial Supply Centers will continue to carry stock to support operating Fleet and aviation units.

2. METHODS OF PROCUREMENT. ODS products, both halons and refrigerants, will be requisitioned from the Defense Reserve using the following National Stock Numbers:

<u>Commodity</u>	<u>NSN</u>	<u>Size (lbs)</u>
R-11	6830-01-355-9749	59
	6830-01-355-9750	171
	6830-01-355-9753	1400
	6830-00-079-4694	100 (drum)
	6830-00-281-3036	200 (drum)
	6830-00-899-9625	650 (drum)
R-12	6830-00-264-5913	45
	6830-00-292-0133	145
	6830-01-355-4011	1190
R-114	6830-00-290-4379	57
	6830-00-782-6232	165
	6830-01-356-1201	1360
R-500	6830-01-357-7648	43
	6830-01-357-7646	127
	6830-01-357-9135	1045
R-502	6830-00-138-2482	128
	6830-01-357-6903	1050
H-1211	6830-00-285-5887	200
	6830-01-219-8529	1500
H-1301 ¹	6830-00-543-6623	150
	6830-01-356-9751	1240

Requisitions will be submitted to the normal point of entry using standard MILSTRIP format with the following exceptions:

<u>Card Column</u>	<u>Data Element</u>	<u>Required Entry</u>
4-6	routing identifier	S9G
57-59	project code	GDB
67-69	transaction routing	SRG
70	none	leave blank
71	condition code	A

¹ Bulk gas only. Not for shipboard use except for charging of aircraft system cylinders. See par. 8232-4 for shipboard system cylinder procedures.

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The ordering activity must have prior CNO authorization in order to receive shipment from the ODS reserve. The Fleet and Industrial Supply Center maintains a list of authorized activities and requisitions from non-approved activities will be rejected with a D8 rejection code. Material issued from the ODS Reserve is free to authorized Navy requisitioners. When ODS is purchased locally, the requisitioning activity will pay the full price. Stock availability and requisition status can be checked by calling the DSCR hotline at commercial (804) 279-4865 or DSN 695-4865.

3. SHIPYARDS AND SUPERVISORS, SHIPBUILDING, CONVERSION AND REPAIR (SUPSHIPS). To ensure all shipyard and SUPSHIP requisitions are supporting mission-critical applications, special requisition procedures will be followed. Card column 45 of the requisition will contain a "Y", followed by the UIC of the ship or submarine where the halon/refrigerant will be installed (card column 46-50). Additionally, shipyards and SUPSHIPS are required to provide written notification to the Chief Engineer of each ship or submarine of any installation, overhaul, maintenance, or repair work accomplished on shipboard air-conditioning, refrigeration, and fire fighting systems.

8232 TURN-IN PROCEDURES

1. GENERAL. Excess and recovered halon and refrigerants should be turned in to the ODS Reserve as soon as it becomes available, with the exception of aircraft fixed-system halon bottles. These specialized aircraft cylinders will be turned in to Naval Aviation Depots for halon recovery and bottle reconditioning.

2. PREPARATION FOR SHIPMENT. DLA will accept turn-in of halons and refrigerants (see par. 8232-3 for CFC-113 solvent) in all types of containers; the original cylinders, recovery cylinders, or standard, system and commercial cylinders. ODS recovery cylinders are specially designed with dual port valves to ease the recovery process. These are available and can be requisitioned free of charge from DSCR if the cylinders and recovered ODS are returned to the Reserve. The following stock numbers should be used to order ODS recovery cylinders:

<u>Commodity</u>	<u>NSN</u>	<u>Product weight in cylinder</u>	<u>Cylinder water weight</u>
R-11	8120-01-356-5960	59	42
	8120-01-356-9756	170	122
	8120-01-355-9763	1400	1000
R-12	8120-01-355-4017	45	42
	8120-01-355-4018	145	122
	8120-01-355-4019	1190	1000
R-114	8120-01-356-1245	57	42
	8120-01-356-1246	165	122
	8120-01-356-1247	1350	1000

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<u>Commodity</u>	<u>NSN</u>	<u>Product weight in cylinder</u>	<u>Cylinder water weight</u>
R-500	8120-01-357-6774	43	42
	8120-01-357-7656	127	122
	8120-01-357-7657	1045	1000
R-502	8120-01-357-6770	44	42
	8120-01-357-6771	128	122
	8120-01-357-6769	1050	1000
H-1202	8120-01-356-1781	160	122
H-1211	8120-01-356-1248	200	122
	8120-01-356-1249	1500	1000
H-1301	8120-01-371-0533 ¹	117	
	8120-01-356-5963	150	122
	8120-01-356-5962	1240	1000

Fire suppression system (halon) cylinders and canisters with electrical charges or initiators must be deactivated prior to shipment. Safety caps will be used to cover exposed actuation mechanisms and discharge ports on these cylinders to prevent serious safety hazards during shipment and handling. Each cylinder containing ODS will be tagged with the following information and the tag will be tucked beneath the cylinder protective cap:

- Branch of service (Navy)
- Name of ODS product (R-11, halon 1211, etc.)
- NSN (see below)
- Number of pounds of ODS contained in the cylinder
- Shipping activity name and UIC
- Point of contact name and phone number (commercial and DSN)

The following NSN's will be used on the tag attached to each cylinder to identify the type of halon/refrigerant:

<u>Commodity</u>	<u>NSN</u>	<u>Product weight in cylinder</u>	<u>Cylinder water weight</u>
R-11	6830-01-355-9754	59	42
	6830-01-355-9756	170	122
	6830-01-355-9758	1400	1000

¹ 600 PSI. Not suitable for high pressure uses such as halon/nitrogen blends.

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<u>Commodity</u>	<u>NSN</u>	<u>Product weight in cylinder</u>	<u>Cylinder water weight</u>
R-12	6830-01-355-4013	45	42
	6830-01-355-6648	145	122
	6830-01-355-4015	1190	1000
R-114	6830-01-356-1203	57	42
	6830-01-356-1205	165	122
	6830-01-356-1207	1350	1000
R-500	6830-01-357-7650	43	42
	6830-01-358-5123	127	122
	6830-01-357-7654	1045	1000
R-502	6830-01-357-6726	44	42
	6830-01-357-6727	128	122
	6830-01-357-6905	1050	1000
H-1202	6830-01-356-1780	160	122
H-1211	6830-01-376-8013	1-5	
	6830-01-376-8014	6-10	
	6830-01-376-8015	11-20	
	6830-01-376-8016	21-60	
	6830-01-376-8017	61-125	
	6830-01-356-1209	126-200	122
	6830-01-376-8018	201-340	
	6830-01-356-1211	341-1500	1000
H-1301	6830-01-376-8394	1-5	
	6830-01-376-8395	6-10	
	6830-01-376-8396	11-20	
	6830-01-376-8397	21-70	
	6830-01-376-8398	71-100	
	6830-01-371-0501	101-117	
	6830-01-376-8399	118-125	
	6830-01-356-9752	126-150	122
	6830-01-376-8400	151-200	
	6830-01-376-8401	201-260	
	6830-01-376-8402	261-350	
	6830-01-376-8403	351-530	
	6830-01-376-8404	531-600	
	6830-01-356-5958	601-1240	1000

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3. CFC-113 SOLVENT/REFRIGERANT. CFC-113 solvent contained in it's original drum or can with an unbroken seal can be returned to the ODS Reserve. They will be labeled with the original NSN and marked condition code "B". For CFC-113 refrigerant, specific guidance for turn-in to the ODS Reserve can be obtained by calling commercial 804 279-5203 or DSN 695-5203.

4. SHIPBOARD HALON 1301. Reclaiming, refurbishing and recharging of standard Navy shipboard halon 1301 cylinders is expected to be available through DLA in the near future. In the interim, turn in leaking or otherwise unsatisfactory halon 1301 cylinders and requisition a like number of new cylinders using the NAVSEA cog stock numbers listed below. Mark all turn-ins condition code "F" and turn in to either FISC Det Cheatham Annex or FISC Det Long Beach. This guidance does not apply to old flammable liquid storage cabinets which were provided with 2 1/2 lb halon systems. These are not required and should be turned in to the ODS Reserve.

<u>Type of Halon 1301 Cylinder</u>	<u>NSN</u>
125 lb Ansul or Wormald	2S 4210-LL-HAL-2495
95 lb Ansul or Wormald (magnetic)	2S 4210-LL-HAL-2496
60 lb Ansul, Wormald, or Kidde (magnetic)	2S 4210-LL-HAL-4936
15 lb Ansul or Kidde (magnetic)	2S 4210-LL-HAL-4934
10 lb Ansul or Kidde (magnetic)	2S 4210-LL-HAL-4935
125 lb Kidde	2S 4210-LL-HAL-2517
95 lb Kidde (magnetic)	2S 4210-LL-HAL-4857

Non-magnetic halon cylinders are not available from NAVSEA. Specialized support is available as follows:

a. MCM-1 and MHC-51 class ships requiring routine support should ship cylinders to Hiller Systems Inc., 3710 Lakeside Court, Mobile AL 36616, Attn: Mr. Jim Roberts 205 661-1275. A requisition is not required through Hiller Systems Inc.

b. Ten pound halon cylinders in FFG-8 through FFG-60 are of a non-standard type that NAVSEA does not carry in stock. Support is available through Hiller Systems Inc., 3710 Lakeside Court, Mobile AL 36616, Attn: Mr. Jim Roberts 205 661-1275.

c. When NAVSEA supply of Kidde cylinders is exhausted, Ansul cylinders will be provided. NAVSEA does not stock any 10, 15 or 60 lb Kidde cylinders. No technical problem exists with interchanging Ansul and Kidde cylinders except that the old 1/4 inch hose may not reach the connection point. If the hose does not reach it should be replaced with the new tubing assembly (NSN 1H 4210-01-336-9267) being installed in the Fleet now. When interchanging cylinders, it is critical that the 1/4 inch tubing or hose is disconnected from the valve. Valve actuators are not functionally interchangeable; Ansul or Wormald actuators will attach to, but will not actuate Kidde valves.

d. The original Australian build Wormald International (CAGE CZ3630) 60 and 95 lb cylinders in FFG-8 through FFG-60 are fully interchangeable with Ansul cylinders. Original Australian cylinders should be marked with stock number 2S 4210-LL-HAL-7175 and "F" condition when turned-in.

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5. SHIPPING. Once the material is tagged, activities with in-house shipping capability can ship the ODS cylinders directly to the following address:

Defense Depot Richmond VA (DDRV)
SW0400
Cylinder Operations
8000 Jefferson Davis Highway
Richmond VA 23297-5000

Advance authorization is not required, and the tag is the only documentation required by the ODS reserve. Activities without shipping capability should turn the ODS in to their normal MTIS processing point for further shipment to the ODS Reserve. When no military cargo transport is available and ODS turn-in shipping costs exceed \$250.00, activities may request funding assistance from DSCR [POC Steve Minus, commercial 804 279-5203, DSN 695-5203, FAX 804 279-4970]. Funding assistance must be requested a minimum of five working days prior to planned shipment and the following information must be provided:

- a. Lowest cost estimate (from carrier)
- b. NSN and quantity (from par. 8232-2)
- c. Unit Identification Code
- d. Point of contact name and phone number

Part D: DEPOT LEVEL REPAIRABLES (DLRs)**Section I: GENERAL****8300 INTRODUCTION**

1. GENERAL. Depot Level Repairables (DLR) are those Navy managed items which, based on unit cost, annual demand, difficulty of repair, or other economic considerations, have been selected by cognizant inventory managers for special inventory control. DLRs must be returned to the Designated Support Point (DSP) / Designated Overhaul Point (DOP) when they are Beyond Capable Maintenance (BCM) at the authorized maintenance activity. DLR items are listed and identified by NSN, cognizance symbol, and material control code (E, G, H, Q or X) in FEDLOG and FBM Master Repairables Listing (MRIL). All stock records, custody records, and supply documentation for DLR items will include the applicable material control code (see Appendix 9I) as a mandatory data element. An appropriate Source, Maintenance, and Recoverability (SM&R) Code is assigned to each DLR indicating the level and degree of maintenance authorized.

2. AVIATION ACTIVITIES. Aviation activities will use the Aviation Intermediate Maintenance Department (AIMD) or the Intermediate Maintenance Activity (IMA) to provide local repair of not ready for issue (NRFI) DLRs. DLRs which may be locally repaired are known as Local Repair Cycle Assets (LRCA). Financial posting and carcass tracking procedures for repairables issued from stock do not begin until the stock replenishment requisition is released.

8301 PROGRESSIVE DEPOT LEVEL REPAIRABLES

1. GENERAL. Progressive Depot Level Repairables (PDLRs) are DLRs which must be repaired and condemned at the depot maintenance level according to the Recoverability Code listed in FEDLOG, but which can be repaired or tested and checked at a lower maintenance level. A Repair Maintenance Code of PA2GD may be listed in FEDLOG/APL for PDLRs. All PDLRs must be screened for repair by the ship's Modular Test and Repair Facility (MTRF) before delivery to the depot. A PDLR must be sent to the depot activity listed in FEDLOG when it is BCM at the intermediate maintenance level authorized by the Repair Maintenance Code.

2. PROCEDURES. Ship supply personnel will ensure that all PDLRs are provided to the ship's Modular Test and Repair Facility (MTRF) for repair screening and progressive repair. If the item is repairable by the MTRF, the supply personnel will mark the requesters' NAVSUP Form 1250-1 "Progressive DLR." If the item is NIS or NC, instead of immediately requisitioning an RFI replacement, ship's supply personnel should advise the requester and the ship's MTRF if equipped. If the ship is not capable of intermediate level (I-Level) repair, the requester may consider completing a Work Request (OPNAV Form 4790/2K) to initiate repair of the PDLR by the ship's supporting tender, SIMA, or MTRF equipped ship in company using Battle Force Intermediate Maintenance Activity procedures. SIMA/tender/BFIMA capabilities, repair time and required delivery dates must be considered. If SIMA/tender/BFIMA repair is not possible, process the requisition in accordance with normal DLR procedures. During PDLR repair by the

ship's MTRF or by SIMA/tender/BFIMA, supply must not submit a requisition to the supply system unless the item is BCM at the intermediate level. Repair of the PDLR will not be interrupted if a replacement item is received by the ship. In that case, repairs and RFI certification will be completed and ship supply personnel will deliver the item to the appropriate inventory control point as RFI. Delivery may be delayed up to 60 days to allow receipt of component parts required for item repair. If the item is BCM at the intermediate level, it must be returned to the originating ship supply department, which will requisition the RFI replacement and send the PDLR to the depot activity indicated in FEDLOG.

8302 REQUISITION QUANTITY

1. GENERAL. Requisitions for exchange advice coded DLRs will be limited to a quantity of one per requisition with the following exceptions:

- a. Aircraft tires (FSC 2620)
- b. Transducers/ hydrophones (FSC 5845)
- c. Radiac equipment (FSC 6665)
- d. When the requirement is the result of allowance or load list range and depth increases (non-exchange)
- e. For SUADPS USID A and T activities - when depth increases occur as a result of demand history processing (increases based on POS or DBI criteria are authorized only for AT code 2 or 3 load list items) (non-exchange)

Exchange advice coded requisitions which do not meet the authorized criteria will be rejected back to the requisitioner with an "N9" status code rejection and must be resubmitted with a quantity of one (1) each for each requisition.

8303 MANDATORY ADVICE CODES

1. GENERAL. Advice code 5A, 5D, 5E, 5G, 5R, 5S, 5X, 5V, 5W, 5Y, 52, 53, 54, 56, 57, 58 or 59 as appropriate (see Appendix 1), is a mandatory entry in card columns 65-66 of each requisition submitted for a DLR item. Any other advice code which may be applicable to the requisition will be entered in clear text (e.g., REQUESTED ITEM ONLY WILL SUFFICE. DO NOT SUBSTITUTE/ INTERCHANGE) in the "Remarks" field, and the appropriate document identifier for indicating exception data (A0E or A05) will be entered in card columns 1-3. Demand codes will be assigned as follows:

<u>Advice Code (cc 65-66)</u>	<u>Demand Code (cc 44)</u>
5E, 5R, 5Y	P
5A, 5G, 5S, 5X, 5V, 5W, 52, 53 or 56	R
5D, 54, 57, 58, 59	N

When a DLR is surveyed due to non receipt (i.e., RFI material ordered was shipped by a stock point but not received on board), the reorder requisition will cite the same advice code as the original requisition, and demand code "N" will be entered in card column 44.

8304 PRICING SYSTEM

1. GENERAL. A two-tier pricing system has been established for DLR material. The price applicable to a particular requisition or other supply transaction will be determined as follows:

a. Standard Price. This is the price representing the full value of the DLR item. OSO transfers between Navy Working Capital Fund (NWCF, formerly NSF or DBOF) activities will be billed and carried in stores accounts at this price. End users will be charged the standard price when an NRFI unit is not turned in (advice codes 5A, 5D, 5E, 5X, 53, 54, 57, 58, 59).

b. Net Price. This price represents the cost of repairing a DLR item and is the price charged to end users when a NRFI unit has been or will be turned in (advice codes 5G, 5R, 5S, 5V, 5Y, 52, 56). Stores accounts will be adjusted automatically by SUADPS-RT programs for the difference between standard and net prices when expenditures are processed at net price.

2. CARCASS TURN-IN CREDIT. As a general policy, the requisitioner will be allowed carcass value credit (i.e., be charged net price) if the turn-in has the same NSN as the DLR which was issued. A requisitioner who turns in a different NSN from the issued item will be charged the net price of the item issued only if the turn-in is an authorized substitute for the item issued.

8305 PROCUREMENT

1. GENERAL. Requisitions for DLR items will be submitted only to fill fixed allowance shortages or to satisfy an immediate maintenance requirement when the required DLR is not carried or not in stock.

2. PROCUREMENT WITH SIMULTANEOUS EXCHANGE OF UNSERVICEABLE ITEM. When an unserviceable DLR item is turned in to the supply department simultaneously with the submittal of an issue request for a replacement item which currently is NIS or NC, the issue request will be processed in accordance with par. 8310-2. As soon as the skeletonized DD Form 1348-1A has been prepared, the requested replacement item will be requisitioned.

3. REPLACEMENT ITEM REQUIRED PRIOR TO TURN-IN OF UNSERVICEABLE ITEM. When a requested DLR item is NIS or NC and the unserviceable item cannot be removed from an equipment or system until a replacement item is available for installation, the issue request will be processed in accordance with par. 8310-3. The NAVSUP Form 1250-1 will be used to initiate a requisition for the replacement item and the No. 6 copy of the skeletonized DD Form 1348-1A will be attached to the NIS/NC file copies of the issue request for the replacement item. When the requisitioned replacement item is received the responsible department head or work center supervisor will be promptly informed of the requirement for turn-in of the replaced repairable.

4. SUADPS-RT FUNCTIONS (USID A & T). Stock replenishment requisitions will cite an advice code of 5X regardless of the reason for the requirement (issue, survey, allowance increase). Allowance Type Code 1 DLR items will be stocked based on a fixed allowance established by the inventory manager and will not be increased based on the POS or DBI criteria used by demand history processing. DTO requisitions produced as a result of NIS or NC requirements received from work centers and supported units will be assigned the applicable advice code from par 8303. Depending on the advice code, internal SUADPS-RT processing will occur as follows:

- a. If an exchange advice code was cited by the customer, an issue reporting record (DI B7A) will be prepared and added to the Financial Holding File when the material is received.
- b. A record will be added to the Repairables Tracking File to monitor carcass tracking and billing for exchange advice-coded requisitions.

5. SUADPS-RT FUNCTIONS (USID C & M).

a. Stock Replenishment. Stock replenishment requisitions will be initiated for material issued from stock on nonexchange-coded requisitions, a BCM returned from AIMD when a replacement has been issued from stock, and when stock material is expended by survey. Aviation activities have the capability of deferring (due to funding shortages, inventory in process, allowances being revised, etc.) rather than releasing or canceling stock replenishment exchange advice-coded requisitions that are awaiting release on the Requisition Output File (ROF). This includes requisitions generated by automatic reorder. Also, this includes all DLR requisitions for stock on the THF. Deferrals are accomplished by responding C (normally cancel) to the question DO YOU WISH TO HAVE THIS DOCUMENT RELEASED? on the Review Requisition for Release Screen (see the SUADPS-RT Support Procedures Manual, Volume II, Chapter 4). A response of C transfers the requisition from the ROF or THF to the Nonreordered DLR Carcass (NDC) File and reduces the stock-due quantity on the BMF. A record of the carcass turn-in transaction is retained on the RTF. A list of all deferred stock replenishment requisitions can be obtained in Section 3 of the DLR Print Report. When the decision to reorder a previously deferred DLR requisition is made, an Automatic Reorder (Repairable Include Option) must be scheduled in accordance with the SUADPS-RT Support Procedures Manual, Volume I, Chapter 4. Each deferred item will appear on the reorder with a newly assigned document number. To allow carcass tracking by the ICP, an advance response to follow-up will also be produced containing the turn-in document number in CC 48-61.

b. Automatic Reorder For AVCAL/COSAL Increases. The Automatic Reorder Function (AVCAL/COSAL Increase option, SUADPS-RT Support Procedures Manual, Volume I, Chapter 4) will generate COSAL and AVCAL authorized range and depth increase requisitions. To ensure material delivery and financial processing, automatic reorder output will be reviewed to ascertain that:

- (1) Routing identifier indicates NAVICP PHIL for AVCAL increases and the NAVICP MECH COSAL processing point (usually the nearest FISC) for COSAL increases.
- (2) Advice code indicates a non-exchange (5D) advice code.

(3) Fund code indicates either Y6 (APA) or QZ (APN 7 _ COG) funding sources for AVCAL increases and Y6 (APA) or H _ (OM&N-FMP) funding sources for COSAL increases. The NAVICP COSAL processing point will complete funding data for COSAL increases.

(4) Demand code indicates nonrecurring demand (see Appendix 8E).

(5) Project code indicates range or depth allowance quantity increases (see Appendix 6).

c. DTO Requisitions. DTO requisitions will be prepared from MRI input when the requested material is NC or NIS (verified by storeroom action) and the repairable cannot be made RFI by the AIMD or IMA.

(1) BCM-EXREP. When a NRFI NC or NIS item is returned BCM from the AIMD or IMA, BCM-EXREP Option will be selected from the Return From AIMD Function (see SUADPS-RT Support Procedures, Volume II, Chapter 5) and the carcass turn-in transaction will be entered. This transaction will post the turn-in transaction to the RTF, create a requisition on the THF for review and release, and produce a shipping document. Selection of the BCM-EXREP option will produce a higher priority requisition than the BCM Return Option.

(2) Remain In Place (RIP). When the MRI contains a RIP Advice Code for NC or NIS material, SUADPS-RT will create an exchange advice-coded requisition on the THF and a record in the RTF. When the RFI item is received, it will be turned over to the ordering department to allow replacement of the NRFI carcass which will be turned in to AIMD or IMA. The carcass will be turned in to shore regardless of the condition (RFI or NRFI) when returned to supply from AIMD or IMA. If returned in RFI condition, the RFI Return Screen (see SUADPS-RT Support Procedures Manual, Volume II, Chapter 5) will advise TURN-IN REQUIRED, and access the Carcass Turn-in Transaction Screen to record the turn-in and produce the shipping document. If the carcass is returned BCM, the BCM Return Option from the Return From AIMD Menu will access the Carcass Turn-in Transaction Screen with the same results.

(3) Nonexchange Advice-Coded Carcass. When the MRI transaction indicates a nonexchange advice code and the item is NIS or NC, SUADPS-RT will generate a requisition on the THF for review and release and increase the BMF DTO due quantity. Financial charges will be made at standard price.

8306 CENTRALIZED STORAGE

DLR items will be stored in a single or group of centralized storerooms with a custodian specifically assigned. The designated custodian will be responsible for the movement of all material in and out of the designated storage space. An alternate custodian will also be identified to provide access to DLR storage areas when the primary custodian is unavailable.

8307 TRANSFERS

1. GENERAL. Transfers of DLR items will be processed as described in Chapter 5. Turn-in of the NRFI repairable is the responsibility of the receiving activity and all follow-up carcass tracking by the inventory manager will be directed to the receiving UIC.

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2. SUADPS-RT FUNCTIONS. When a DLR transfer is processed through SUADPS-RT, a stock replenishment requisition is automatically prepared and held in the Transaction Holding File pending review and release processing. Additionally, a carcass tracking record (DI B7A) will be created and added to the Financial Holding File pending monthly financial processing and preparation of the DLR Carcass Report.

8308 CASH SALES

Cash sales of DLR items will be processed in accordance with pars 5040-5049 (pars 5300 for SUADPS-RT activities). NSA items will be charged to the receiving activity at the standard price. Carcass tracking is not performed for DLR items sold. Advice code 54 with an end use fund code will be used. For SUADPS-RT activities a stock replenishment requisition will be automatically prepared and held in the Transaction Holding File pending review and release processing.

8309 TURN-IN OF RFI DEPOT LEVEL REPAIRABLES

1. GENERAL. Excess ready-for-issue repairables will be turned in to the nearest stock point at the earliest opportunity. They will be shipped in their original shipping container or properly packed to prevent damage during handling and transit, and all old shipping labels will be removed. Components must be accompanied by service record cards when applicable.

2. OFFLOAD FOR AVCAL/COSAL DECREASES (SUADPS-RT USID C AND M). DLR offload documents and listings produced in response to COSAL or AVCAL range and depth decreases will be reviewed for specific data entries as follows:

a. Document Identifier. APA and 0 _ cog items will indicate D6A. 7 _ cog documents will be blank.

b. Fund Code. APA and 0 _ cog items will indicate Y6 and 7R cog items will indicate QZ. All-other 7 _ cog items will indicate the TYCOM S&E fund code for afloat units and the AFM fund code for Marine aircraft groups.

c. Supply Condition Code (CC=71). All 7 _ cog items will indicate A (see Appendix 10Q).

d. Material Management Code (CC=72). All 7 _ cog items will indicate a C (see Appendix 17).

e. Remarks. All 7 _ cog items will indicate MTIS CREDITS.

8310 ISSUES

1. GENERAL. The issue of DLR items will be accomplished on a one-for-one exchange basis. Each issue request for a DLR must be identified as such by the entry of the applicable MCC and by the notation "DLR item" in the remarks block of the issue document.

2. **ISSUE WITH SIMULTANEOUS EXCHANGE OF UNSERVICEABLE ITEM.** When a DLR item is issued from stock and the departmental turn-in of the unserviceable item is received at the same time that the replacement item is issued, the issuing storekeeper will enter the notation "TURN-IN REC'D" and his signature in block 29 of the DD Form 1250-1. After the required entries (see par. 6207-3) have been made, the issuing storekeeper will give the "receipt" yellow copy of the NAVSUP Form 1250-1 to the requester and the remaining copies of the NAVSUP Form 1250-1 will be forwarded to the DLR storekeeper for the DLR suspense file. If a procurement action tickler file is maintained (see par. 6188-8) and stock replenishment is required, the stock records storekeeper must prepare an additional yellow copy of the NAVSUP Form 1250-1 for the procurement action tickler file.

3. **ISSUE WHEN UNSERVICEABLE ITEMS CANNOT BE TURNED IN UNTIL REPLACED.** When a DLR item is issued from stock and the unserviceable item cannot be removed from an equipment or system until the replacement item is available for installation, the issuing storekeeper will enter the notation "RIP ITEM" "TURN-IN NOT REC'D" in data block 29 of the NAVSUP Form 1250-1. After the required entries (see par. 6207-3) have been made, the issuing storekeeper will give the yellow copy of the NAVSUP Form 1250-1 to the requester, with instructions to return it with the departmental turn-in of the unserviceable repairable when it has been replaced. The remaining copies of the NAVSUP Form 1250-1 will be forwarded to the DLR storekeeper for the DLR suspense file. When the unserviceable repairable is received, the recipient storekeeper will enter his signature in data block 29, and delete the word "NOT" from the previously entered notation "TURN-IN NOT REC'D" on the accompanying yellow copy of the NAVSUP Form 1250-1 which was used to issue the replacement item. The "receipt" copy will then be returned to the person who made the turn-in. The No. 6 copy of the skeletonized DD Form 1348-1A will be annotated "TURN-IN REC'D", signed, dated (in data blocks FF-GG), then returned to the DLR storekeeper for further processing and shipment.

4. **REPLACED DLR ITEMS MISSING OR DESTROYED.** When a DLR item is requested to replace an item that is declared to be missing or destroyed, turn-in of the replaced item cannot be expected. In such circumstances, the notation "DLR ITEM TO BE REPLACED IS MISSING" or "DLR ITEM TO BE REPLACED IS DESTROYED" and the department head's signature must be included in data block 29 of the NAVSUP Form 1250-1 for the replacement item. When the appropriate notation and certification are provided, the issue request will be processed in the usual manner. In addition, a Financial Liability Investigation of Property Loss (DD Form 200) (see par. 5127), initiated by the responsible department head, will be submitted with the NAVSUP Form 1250-1 to account for missing or destroyed DLR items.

5. **DLR SUSPENSE FILE.** A suspense file, captioned "DLR SUSPENSE FILE", will be maintained by the DLR storekeeper for the control of replaced DLR items. The DLR suspense file will contain skeletonized DD Forms 1348-1A which are prepared for prospective shipments of unserviceable DLR items expected to be turned into the supply department in exchange for new items issued. The skeletonized DD Forms 1348-1A will be filed in work center code (WCC) sequence and will be used as ticklers to ensure that departmental turn-ins of replaced DLR items are received and shipped to the nearest ATAC HUB or NODE.

6. SUADPS-RT FUNCTIONS (USID A & T). Upon processing a DLR issue in SUADPS-RT, the following will occur:

a. A record will be established in the Repairables Tracking File and the carcass outstanding quantity field will be set equal to the issue quantity (this will normally be one) when an exchange advice code is assigned.

b. A stock replenishment requisition record will be created in the Transaction Holding File for review and release processing.

c. An issue reporting record (DI B7A) will be produced and added to the Financial Holding File pending monthly financial processing when the item issued requires carcass tracking (NSA 7 _ cognizance symbol item).

7. SUADPS-RT FUNCTIONS (USID C & M). Upon processing a DLR issue in SUADPS-RT, the following will occur:

a. Whenever repair is to be attempted on an NRFI carcass and a stock issue is made, the NRFI carcass will be turned in to the repair facility (AIMD or IMA) and SUADPS-RT will reduce the BMF on-hand quantity and increase the BMF NRFI quantity. A record will also be established in the Repairable Tracking File (RTF) under the issue document number. BMF and RTF entries are based on BMF management data and MRI advice code.

b. If the item is returned from AIMD or IMA in RFI condition, the RFI Return Option from the Return from AIMD Menu (see SUADPS-RT Support Procedures Manual, Volume II, Chapter 5) is used to return the item to stock. An RFI return transaction entry will increase the BMF on-hand quantity, reduce the NRFI quantity, and complete the RTF record.

c. When repair is not to be attempted for an NRFI item or when the item is Beyond Capable Maintenance (BCM), and a stock issue is made, SUADPS-RT will process the MRI based on the exchange advice code and update the same primary files (see above). The BCM Return Option will be accessed from the Return From AIMD Menu (see SUADPS-RT Support Procedures Manual, Volume II, Chapter 5) for immediate entry of turn-in data, expenditure of the NRFI quantity from the BMF, and creation of the RTF record.

d. When there is no NRFI carcass, the nonexchange advice code entered on the MRI transaction screen will immediately reduce the BMF on-hand quantity and generate a stock replenishment requisition on the Transaction Holding File for review and release. Charges for DLRs requisitioned on nonexchange advice-coded requisitions will be made at standard price.

8. RFI EXREP ITEMS (SUADPS-RT USID C AND M ACTIVITIES). Items returned from AIMD which are being returned to the user are processed through SUADPS-RT using the RFI EXREP Option. When the document number is entered, SUADPS-RT will advise if a replacement requisition has already been released. Additional action (i.e., AC _ submittal may be required). No other entries are required to complete an RFI EXREP transaction.

8311 CARCASS TURN-IN PROCEDURES

1. GENERAL. When possible, an unserviceable DLR item will be turned in to the supply department at the same time that the replacement item is issued. If the unserviceable item cannot be removed from an equipment or system until a replacement item is available for installation, the unserviceable item will be turned in to the supply department within one working day after the replacement item is issued or received for direct turnover.

2. CANNIBALIZATION OF PARTS. Unserviceable DLR items held by the supply department pending shipment to the DOP will not be cannibalized for parts except for NORS/ANORS/NMCS/ANMCS/PMCS/BROAD ARROW requirements. Although cannibalization of certain parts for possible use in the future may satisfy an occasional requirement, it greatly extends the turn-around time for the unserviceable repairable and consequently leads to serious shortages in the supply system.

3. SUADPS-RT FUNCTIONS.

a. NRFI DLRs Turned In. For turn-in from an activity department or supported unit (DI X22), SUADPS-RT processing of NRFI repairable turn-in items is accessed by selecting the Carcass Tracking Option from the main receiving menu and then the Carcass Turn-in Option from the carcass tracking menu. The carcass tracking programming is extensive and allows the activity to follow each repairable issue or requisition through the replacement and billing cycle. The carcass transaction screens allow for input of turn-ins, follow-ups, and billing transactions. Detailed terminal input requirements are contained in the SUADPS-RT Support Procedures Manual, Volume II, Chapter 5. This procedure is not applicable to USID C and M activities for material that is a local repair cycle asset (LRCA). For DLRs turned in by nonsupported units see par. 8321-3.

c. SUADPS-RT Detail List Of DLRs. The Detail List of DLRs produced by the SUADPS-RT DLR Print Function (DI 054) (see SUADPS-RT Support Procedures, Volume II, Chapter 4) provides a printed listing of records in the Repairables Tracking File (RTF) in three parts (see sample listing Appendix 15). Part 1 will contain those RTF records matching the selection criteria used for material requiring carcass tracking (7 _ COG symbol DLRs). Part 2 of the report will list records for items requiring NRFI turn-in but that are not included in the carcass tracking system (APA items). Part 3 (USID C & M only) is a list of requisitions which have been deferred for DLR stock replenishment. A listing of outstanding DLR records should be printed weekly to ensure that NRFI repairables are being received and shipped to repair activities. Complete listings of the RTF will be produced as necessary in accordance with local requirements. The report will be reviewed and action taken to identify, obtain, and turn in NRFI DLR items that are still outstanding. Items determined to be previously shipped will be recorded in the RTF using the procedures contained in par. 8330-2. The following options are available when using the DLR Print Function:

a. All Records - a listing of all records on the RTF may be produced.

b. Outstanding Records - the listing may be restricted to only those records for which turn-in data has not been recorded.

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c. General Selector - general selector capabilities may be used to restrict the output listing to any category of records that can be identified by data elements contained in the RTF record.

8312 INVENTORY ADJUSTMENTS

1. GAINS. Inventory gains of DLR items in all cases will be subject to the causative research requirements specified in par 5126. Gains determined to be related to a previous loss documented by a DD Form 200 must be processed as a credit survey in accordance with par 5127.

2. LOSSES. Losses of DLR items, regardless of money value, will be documented by an approved DD Form 200 in accordance with par 5127. SUADPS-RT will automatically generate a stock replenishment requisition when the survey action is recorded. The requisition will be added to the Transaction Holding File pending review and release processing.

8313 STOCK RECORDS

1. GENERAL. A stock record is required to be maintained for each Purpose Code (see Appendix 10O) under which a DLR item is stocked; and an appropriate Material Control Code (see Appendix 9I) is a mandatory entry in each stock record. Maintenance of stock records by Supply Condition Code (see Appendix 10Q) is not required of ships. When locator records rather than stock records are used for obtaining item locations, each locator record for a DLR item will include the same Material Control Code as that indicated in the related stock record. Any DLR assets found during a ship's inventory or found at any other time, even if such items are in excess of the ship's requirements will be posted to the ship's official stock records.

8314 FAMILY GROUP MANAGEMENT (SUADPS-RT)

1. GENERAL. The Family Group Management consists of those functions necessary to track aviation repairable items within their established Family Group Code (FGC) and Family Relationship Code (FRC) while maintaining NIIN integrity. This is accomplished by providing total visibility of all assets within a Family Group. Activities are able to query the BMF by FGC, NSN, or Part Number to review current stock posture to include: FGC, AVCAL allowance, all members, and stock/DTO dues. Currently, only COGs 7R, 0R, AND 1R (within a MCC of D) are included under FGM.

2. PROCEDURES. The use of this module is optional and is at the discretion of the individual Type Commander. SUADPS-RT Support Procedures, Volume I, Chapter 5 contains the procedures for running and updating the Family Group Management module. The Family Group Code and Family Relationship Code can be updated by the following processes.

a. Interactively. Through a SUADPS or NALCOMIS terminal.

b. AVCAL/REAVCAL. NAVICP PHIL provides Family Group Management data on AVCAL/REAVCAL allowance tapes.

c. ALT-NIIN Tape. The Alternate NIIN tape process is used to update the RMF-FAMILY-GROUP-CODE and RMF-FAMILY-RELATIONSHIP-CODE. Family Group Management data is provided by NAVICP PHIL via FMSO generated tapes. This ALT-NIIN tape will be processed through SUADPS and NALCOMIS (as applicable) as separate actions and not fed electronically. Differences between the SUADPS/NALCOMIS data bases will be identified and resolved as a result of the SUADPS/NALCOMIS reconciliation process.

8315 ALLOWANCES

1. ALLOWANCE LEVELS. Stock levels for DLR items will be based on fixed allowances established by the appropriate inventory manager (ICP) and included in applicable allowance and load lists (COSAL, AVCAL, TARSLL, FILL). The fixed allowance will identify both the range and depth of items to be carried. For SUADPS-RT USID A and T activities, increases or decreases based on POS or DBI criteria are not authorized except for AT Code 2 or 3 load list items.

2. ALLOWANCE CHANGES. Depth increases to fixed allowance quantities and all range adds will be requested by submission of NAVSUP Form 1220-2 in accordance with the instructions provided in par 2105. Allowance changes may also be authorized in response to excessive repair time frames as described in the Naval Aviation Maintenance Program (NAMP, OPNAVINST 4790.20). For SUADPS-RT activities, the Fixed Allowance Management Review Report (see par. 6855) and Demand History Processing Reports (see par. 6853) will assist the Supply Officer in identifying DLR items for which allowance increases may be justified. Upon completion of allowance tape processing (see pars 2300-2303) both the automatic reorder (repairables option), the automatic offload program, and a cancellation request for excess stock dues (tailored for DLRs) should be generated.

8316 INVENTORY

1. GENERAL. Afloat activities will conduct annual inventories of all Depot Level Repairables (DLRs). Upon completion, all DLRs identified as excess will be turned in to the nearest ashore supporting activity.

2. SUADPS-RT. When the physical inventory of a depot level repairable results in an inventory loss, a survey record will be established in the Suspense File and will appear on the Suspense Report. Items for which survey suspense records are produced must be thoroughly investigated and a DD Form 200 completed in accordance with pars 5125-5128. When the survey has been approved, the Suspense File survey record will be completed and processed per instructions in the SUADPS-RT Support Procedures, Volume I, Chapter 2.

8317 SUPPLY AND FINANCIAL MANAGEMENT (SFM) PROCEDURES

1. GENERAL. Supply Officers will utilize the following Reports for DLR material as DLR management tools (see Appendix 25 for sample reports):

- a. Stock Status Listing, Report 042 supplemental listing for DLR's (based on cog and MCC). This report should be used to follow-up transactions and an inventory of all DLR's
- b. Non-RFI DLR Shipment Log, Report 162. This report identifies all Non-RFI DLRs which are awaiting turn-in from the ordering department, awaiting shipment, or both.
- c. Carcass Tracking Responses, Report 175. This report lists all carcass tracking responses.

Section II: UNSERVICEABLE DEPOT LEVEL REPAIRABLE (DLR) ITEMS**8320 INTRODUCTION**

1. GENERAL. DLR items are procured and managed by the inventory manager on the premise that unserviceable DLR items, when not locally repairable, will be expeditiously shipped to the nearest Advanced Traceability and Control (ATAC) HUB or NODE. It is the responsibility of the afloat Supply Officer to ensure compliance with the procedures contained herein relative to departmental turn-ins. The implementation of a comprehensive and continuous training program for shipboard management of DLR items is strongly recommended. Pertinent information from this publication should be incorporated in a ship's instruction including specific responsibilities of the Supply Officer and other department heads. For inert nuclear weapons material, the DD Form 1348 shall be prepared in accordance with Navy SWOP 100-1A.

8321 SCOPE

1. GENERAL. The procedures contained in this section are prescribed for all ships when other procedures are not specified in pertinent Strategic Systems Programs (SSP) instructions or in the FBM Weapons System Master Repairables Listing (FBM MRIL). Additional procedures required for turn-in of reactor plant components (items assigned Cognizance Symbol 2S and Special Material Identification Code X1) are contained in par. 5079. Materials specifically excluded are as follows:

- a. Expendable ordnance materials (cognizance symbols 0T, 2E, 4E, 8E, 2T, 4T, 6T and 8T), which will be handled in accordance with par. 5071 and applicable NAVAIR, NAVSEA or Fleet Commander instructions;
- b. Classified/crypto materiel, which will be handled in accordance with par. 5076;
- c. Radioactive materiel, which will be handled in accordance with par. 5072;
- d. Materiel which is delivered to an Intermediate Maintenance Activity (IMA) for repair and return or exchange in accordance with the Ships 3-M Manual (OPNAVINST 4790.4) or the Naval Aviation Maintenance Program (NAMP) Manual (OPNAVINST 4790.2);

e. Materiel which a ship undergoing overhaul delivers to an industrial activity for repair and return to the ship.

3. SUADPS-RT DLR CARCASS TRANSSHIPMENT. When a SAC 207 activity receives a DLR carcass from a nonsupported unit for transshipment to a DOP or to an ashore stock point for further shipment to the DOP, the transaction will be recorded using the Repairable Carcass Shipment Option from the carcass processing menu (see SUADPS-RT Support Procedures, Volume II, Chapter 5). Repairable carcass shipment entries into SUADPS-RT will generate a DLR Carcass Transshipment Transaction Item Report (D6R) for ICP use and a BC1 shipping document.

8322 ADVANCE TRACEABILITY AND CONTROL (ATAC)

1. PURPOSE. The ATAC program simplifies the retrograde process. It provides traceability/accountability, establishes HUBS for centralized Retrograde Processing and NODES for unconsolidated and Transshipment, ensures TIR reporting to the ICP for all retrograde materiel, reduces carcass tracking follow-ups and reduces delays in movement and processing of retrogrades. Other features include accountability by signature control for ashore or in port units and pierside pick-up at major port facilities.

2. EXCLUSIONS. The ATAC system is dedicated to retrograde DLRs returned to the supply system as an exchange for Ready for Issue (RFI) materiel or as turn-ins for credit. It is not to be used to transport or control DLRs moving from Fleet Organizational Level Maintenance Units to Intermediate Level Maintenance Units or to ship DLRs for repair and return. As an example, Light Airborne Multipurpose Systems (LAMPS) DLRs shipped to a Shore Intermediate Maintenance Activity for repair and return are excluded from this program. These DLRs will be shipped to the desired destination utilizing document identifier BMD. Items excluded from the ATAC program will be shipped utilizing the appropriate Transportation Account Code (TAC). Do not use TACs N929 or N935. Credit or exchange DLRs excluded from the ATAC program are:

- a. Aircraft engines;
- b. Marine gas turbine engines (Shipboard Propulsion Units);
- c. Fleet Ballistic Missile (FBM) components;
- d. Classified items;
- e. All materiel coded for disposal;
- f. Re-distributions;
- g. RADIAC equipment (Federal Supply Class (FSC) 6665);
- h. Hazardous/flammable items unless properly packaged and certified in accordance with Title 49, Code of Federal Regulations, and NAVSUP P-505;
- i. Nuclear Reactor Plant materiel (Special Material Identification Code (SMIC) X1, X2, X3, X4, and X5);

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- j. Small Arms (transport in accordance with NAVSUPINST 4600.70A, Chapter 34);
 - k. 1H, 1R or 3H Cog FLRs with MCC "D";
 - l. NAVSEA managed material (2F, 2J, 2S cog items);
 - m. Size/weight exclusions for collocated DSP/DOP (40 foot van, 8000 lbs).
3. PROCEDURES. All forces afloat or deployed will:
- a. Ensure that document printers are clean and that all documentation is neat and legible.
 - b. Review the ATAC exclusion items to determine if the DLR is excluded from ATAC processing. Particular attention must be paid to classified, hazardous and flammable items.
 - c. Prepare and distribute DD Form 1348-1A turn-in document in accordance with par. 8323.
 - d. Review the MRIL section of FEDLOG for each DLR NSN. It will identify security items, SRC card requirements, special container utilization requirements and other pertinent data.
 - e. Disregard the FEDLOG entries for "SHPG" and "MPD". The "SHPG" code will be the Unit Identification Code (UIC) of the HUB to which the DLR will be shipped (N68620 for east coast or N46433 for west coast)
4. ATLANTIC AND MEDITERRANEAN FLEET UNITS. The address in the "SHIP TO" block of the DD Form 1348-1A will be the nearest HUB or NODE. Disregard the address in FEDLOG. Mailable DLRs will be sent via certified mail. For Atlantic and Mediterranean Fleet units the use of Postal procedures requirements such as "DOD Official Intra-theater Mail" (i.e. moving between military post offices) is authorized. DLR freight may be offloaded at any Naval facility which provides transshipment services to the HUB/NODE.
5. PACIFIC AND WESTERN PACIFIC FLEET UNITS. Fleet units in the Western Pacific (WESTPAC) must continue to review the "SHPG CODE" entry in the MRIL portion of FEDLOG to determine repairability of DLRs in WESTPAC. DLRs with "SHPG CODE" entries of N00651, N62649 or N61119 will be shipped to the appropriate destination. Mailable DLRs not repairable in WESTPAC will be sent via certified mail directly to the Processing HUB at FISC San Diego. DLR freight may be off-loaded at any naval facility which provides transshipment services to the HUB/NODE. Freight will be consigned to:
- | | |
|---|---------------------------------------|
| <u>Fleet units in the Indian Ocean:</u> | <u>All other WESTPAC Fleet units:</u> |
| ATAC Navy DLR Agent (N63005) | ATAC DLR Agent (N46433) |
| Banz Warehouse, Juffair Bahrain | NAS North Island Det |
| PSC 456, Box 103 | Bldg. 661, Augusta Lane |
| FPO AE 09834-2800 | San Diego, CA 92135-7092 |
6. PREPARATION OF DLR ITEMS FOR TURN-IN
- a. Pack or crate in accordance with NAVSUP P-484. Assure maximum utilization of reusable containers identified in the FEDLOG MRIL. Package retrograde to prevent damage.
 - b. Attach DD Form 1348-1A to the package.

- c. Enclose SRC card/Logbook, if required, in the container with the retrograde.
 - d. Enclose VIDS/MAF form, if required, in the container with the retrograde.
 - e. Enclose pre-printed ATAC mailing or shipping label. If a label is not available, ensure that the DLR is addressed to the nearest HUB/NODE.
7. SHIPMENT OF DLR TO HUB/NODE. When an item is ready for shipment, it should be sent to the nearest HUB/NODE via the most expeditious means available. Addresses for HUBS/NODEs are as follows:

ATAC HUB ADDRESSES

ATAC DLR Agent (N68620)
406 B Street, Bldg. SP237
NAS Norfolk, VA 23511-4290
Phone: 757 440-1452

ATAC DLR Agent (N46433)
NAS North Island Det
Bldg. 661, Augusta Lane
San Diego, CA 92135-7092
Phone: 619 435-4147

ATAC NODE ADDRESSES

ATAC Navy DLR Agent (N63005)
Banz Warehouse, Juffair Bahrain
PSC 456, Box 103, FPO AE 09834-2800
Phone: 011-973-724-161

ATAC Navy DLR Agent (N62649)
Yokota Air Base, Bldg 79
APO AP 96328-5109
Phone: 011-81-468-26-1911

ATAC DLR Agent (N45415)
700 Avenger Ave, Bldg 140
NAS Lemoore, CA 92324
Phone: 209 998-6212

ATAC DLR Agent (N68836)
Bldg 110, Door 2, Yorktown St.
NAS Jacksonville, FL 32212
Phone: 904 777-0206

ATAC DLR Agent (N68860)
Bldg 3581, STE 1, 690 Carlos Road
NAS Pensacola, FL 32507
Phone: 904 453-8577

ATAC DLR Agent (N00146)
Bldg 147-B, Langley Road
MCAS Cherry Point, NC 28533
Phone: 919 447-3163

ATAC Navy DLR Agent (N62995)
U.S. Naval Air Station Sigonella IT
Air Cargo Terminal
NAS-II Supply, Bldg 48
FPO AE 09627-0825
Phone: 011-39-95-86-6353

Navy DLR Agent (N00604)
FISC Pearl Harbor, Bldg 451K
N. Hampton Avenue
Pearl Harbor, HI 96860
Phone: 808 422-5231

ATAC DLR Agent (N00406)
467 W St, Bldg 288
West Door Farragat Gate
Puget Sound Naval Shipyard
Bremerton, WA 98310
Phone: 360 476-7999

ATAC DLR Agent (N00612)
Supply Bldg 611, Itami Ave
MCAS Beaufort, SC 29904
Phone: 803 524-6163

8323 SHIPMENT DOCUMENT

1. **DISPOSITION INSTRUCTIONS.** The FEDLOG MRIL and FBM MRIL each indicate the DSP/DOP (i.e., Navy activity, contractor, or inter service repair facility), as well as the security classification of each item and the Movement Priority Designator (MPD) authorized to be cited in applicable transfer documents. Unserviceable DLR items must be shipped to the nearest ATAC HUB or NODE (if not an ATAC exclusion DLR), not to the inventory manager. Disposition instructions for unserviceable FBM DLR items (cognizance symbols 2P, 2X, 4P, 4X, 6A, 6H, 6P, 6X, 8H, 8P, and 8X) held by FBM activities also are contained in NAVICPINST 4423.39. To ensure proper consignment of ATAC exclusion DLR items, it is mandatory that the appropriate repair list (and NAVICPINST 4423.39, if FBM repairables are to be shipped) be carefully checked prior to preparation of the shipment document. However, except in unusual circumstances (as determined by the cognizant Type Commander), all shipments of unserviceable DLR items held by submarines will be accomplished by or via the supporting tender. The activity listed in the FEDLOG MRIL may be the designated support point for the actual repair activity/designated overhaul point (e.g. FISC San Diego for NADEP San Diego). Not Ready For Issue (NRFI) DLRs will not be shipped to Defense Reutilization and Marketing Office without specific authority from the item manager which must be cited on the turn-in document.

2. **PREPARATION OF DD FORM 1348-1A.** Promptly upon receipt of a departmental turn-in of an unserviceable DLR which cannot be locally repaired, the DLR storekeeper will prepare a DD Form 1348-1A (or will complete a previously skeletonized DD Form 1348-1A) for the earliest possible shipment of the unserviceable repairable. For SUADPS-RT activities, completion of the Carcass Turn-In Data Function with response codes A or B will produce a printed shipping document (any other response code will update the RTF but will not produce a printed document). Except for such modifications as may be prescribed in NAVICPINST 4423.39 series applicable to FBM repairables, the prescribed format for preparation of the DD Form 1348-1A is as follows (card columns or data blocks not listed will be left blank):

<u>Card Columns</u>	<u>Entry</u>
1-3	"BC1"
23-24	Unit of issue.
25-29	Quantity.
52-53	Enter Fund Code to be credited if required (see cc 72).
55-56	Applicable cognizance symbol.
57-59	Cite project code "ZA6" only if shipped via ATAC.
60-61	MPD authorized for item being shipped (i.e., 03 or 13, as indicated in the FEDLOG MRIL or FBM MRIL) (normally omitted in the skeletonized DD Form 1348-1A).
70	If DLR, enter A for Purpose Code

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<u>Card Columns</u>	<u>Entry</u>
71	Appropriate supply condition code (usually F) (see Appendix 10Q.)
72	For DLRs, enter E for exchange or C to identify excess for which credit is desired.
73	MCC E, G, H, Q, or X, as indicated in the FEDLOG MRIL or FBM MRIL.
<u>Data block(s)</u>	<u>Entry</u>
2	Transferring ship's service designator code, UIC, name, and hull number.
3	Service designator code, UIC, and name and address of ATAC HUB for your activity's geographical location (normally omitted in a skeletonized DD Form 1348-1A).
17	Item nomenclature. Also serial number(s) if required (mandatory for 2S/X1 NRP material).
24	Document number of the requisition for the replacement item (i.e., requisition in which advice code 5G, 5R, 5S, 5V, 5Y, 52, 56 is cited) (entry required in a skeletonized DD Form 1348-1A). If such a requisition has not been submitted, enter a document number as indicated in par. 5001. For SUADPS-RT USID C and M, the document number of the stock replenishment requisition will be used. For SUADPS-RT USID A and T, the issue document number will be used.
24	"R" suffix code when RFI DLR replacement has been or will be requisitioned from the supply system under the document number cited in cc 30-43. When a replacement has not/will not be requisitioned, leave blank. (Essential to distinguish between the RFI and retrograde shipments moving in the DTS)
25	NSN, including SMIC, if applicable.
27	If classified, enter "C" for confidential; "S" for secret; "T" for top secret. When a security code is used, all the consignees' copies of the DD Form 1348-1A will be placed inside the container, except when large classified items are shipped, the documentation may remain outside provided that there is a continuous chain of receipts until the material and documentation are turned over to receiving personnel at their destination.
27	Job Control Number (JCN) indicated in related Ship's Maintenance Action Form (OPNAV Form 4790/2K) or Visual Information Display System/Maintenance Action Form (VIDS/MAF) (OPNAV Form 4790/60) when required.
27	Contract number, project order, etc., as indicated in the FEDLOG MRIL or FBM MRIL if ultimate consignee is a commercial or inter service repair activity; or if a DLR being turned in from an End-Use SUADPS-RT activity, the internal issue document number; or blank if none of the foregoing applies.

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Data block(s)

Entry

- 27 Cite the FEDLOG MRIL specified program and shipment category, i.e. "RED STRIPE", "MAILABLE" or "FREIGHT" (for shipments exceeding postal size/weight restrictions) (normally omitted in a skeletonized DD Form 1348-1A).
- 27 "PACKAGING REQUIRED" if it is considered that additional packaging by a transshipping activity will be required to prevent damage during subsequent handling and shipment (normally omitted in a skeletonized DD Form 1348-1A).
- 27 Service designator code, UIC, and name of receiving activity if delivered to another Navy activity for transshipment to the ultimate consignee (normally omitted in a skeletonized DD Form 1348-1A).
- 27 Julian date of shipment from the transferring ship (normally omitted in a skeletonized DD Form 1348-1A).
- 27 "Approved for transfer:" and the name, rank/grade, and signature of the person authorized to approve the transfer (see par. 5020) (normally omitted in a skeletonized DD Form 1348-1A).

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USS John Paul Jones (DDG-32)															FISC San Diego															I.L. GARNER, LT, SC, USN																																												
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P/N:															S/N: 1234567																																																											
Remarks:															DATE SHIPPED: 4201															PACKAGING REQUIRED															REPAIRABLE															(RED STRIPE)														

3. DOCUMENT DISTRIBUTION. Completed DD Forms 1348-1A for shipment of unserviceable DLR items will be distributed as follows:

<u>Copy #</u>	<u>Use</u>
1	Retain for proof of shipment on turn-in, If not using the Fleet Automated Control Tracking System (FACTS) (See Par. 8331). File in ship's expenditure invoice file.
3	Attach to unserviceable DLR. This copy must remain with the DLR inside the package or container until it is inducted for repair.
2, 4	If the DLR is unclassified, place in a waterproof plastic envelope securely attached to the outside of the No. 1 shipping container. For classified materiel, attach to the unserviceable DLR together with the No. 1 copy. When large classified items are shipped, the documentation may remain outside provided there is a continuous chain of receipts until the materiel and documentation are turned over to receiving personnel at their destination.
5	The No. 5 copy will be forwarded to the cognizant inventory manager (NAVICP MECH Code 01424/NAVICP PHIL Code MAS2) if the ultimate consignee is a commercial contractor (for 2S Cog/X1 SMIC reactor plant components, the No. 5 copy will be retained for attachment to the NAVSEA letter and forwarded to Commander, Naval Sea Systems Command, Code 08H, Washington, DC 20362).
6	The No. 6 copy will be forwarded via air mail to the cognizant inventory manager if the ultimate consignee is other than a naval shipyard, Fleet and industrial supply center, or an industrial naval air station; or if it is another service repair facility a copy is required in accordance with the FEDLOG MRIL.

8324 PACKAGING AND MARKING

1. GENERAL. Inadequate packaging and careless handling are the principal causes of needless damage to costly DLR items turned-in or shipped to the ATAC HUBs or DSP/DOPs (if an ATAC exclusion item). To reduce the probability of such damage (which adversely affects the supply system availability of repairables required to maintain Fleet readiness) and to provide adequate identification for expeditious handling of unserviceable repairables in each phase of processing, the basic guidelines listed in the following subparagraphs will be followed.

2. MATERIEL PROTECTION. The Supply Afloat Packaging Procedures (NAVSUP Publication 484), which provides basic shipboard procedures relative to the methods, materials, and containers for the proper packaging of materiel shipments, will be utilized to the maximum extent possible in preparing turn-in(s) and shipments of unserviceable DLR items. Ships which lack the facilities or materials to comply fully with instructions in NAVSUP Publication 484 will ensure that each unserviceable repairable to be shipped is afforded the best protection possible. The packaging of unserviceable DLR items will be accomplished in the following prescribed order of precedence:

6. ACCOMPANYING DOCUMENTS. Accompanying documents required to be attached to each unserviceable DLR item shipped are as follows:

- a. The number 2, 3 and 4 copies of the applicable DD Form 1348-1A;
- b. One legible copy of the applicable Ship's Maintenance Action Form (OPNAV Form 4790/2K) if the item is related to a maintenance action which is required to be reported in accordance with the Ship's 3-M Manual (OPNAVINST 4790.4 series), Volume II; and the No. 4 (pink) copy of the Visual Information Display System/ Maintenance Action Form (VIDS/MAF) (OPNAV Form 4790/60) as prescribed in the NAMP Manual (OPNAVINST 4790.2 series);
- c. The Scheduled Removal Component Card (SRC) (OPNAV Form 4790/28A) for the DLR item when it has an SRC code of "Y" in the MRIL as prescribed in the NAMP Manual. The SRC card shall be placed in a separate shipping envelope and attached to the DLR component. Except for the No. 3 and 4 copy of DD Forms 1348-1A, all accompanying documents must be inside the shipping container.

7. MARKING. The marking instructions and formats applicable to material shipments, as indicated in the Military Standard Marking for Shipment and Storage (MIL-STD-129, as amended) and in the Supply Afloat Packaging Procedures (NAVSUP P-484), will be utilized for guidance in marking shipments of unserviceable DLR items.

8. TURN-IN OF READY FOR ISSUE (RFI) REUSABLE CONTAINERS. Unless otherwise directed the following procedures apply for turn-in of ready for issue reusable containers:

- a. When approved disposal instructions directing material turn-in to the DRMO are provided to a field activity, the item should be removed from the Ready For Issue (RFI) container and packaged in the most economical package suitable for transportation to the DRMO, and acceptable to the carrier.
- b. Not Ready For Issue (NRFI) Depot Level Repairables (DLRs), with no specific direction to be turned into the DRMO, should be turned into the appropriate Advance Traceability and Control (ATAC) HUB or NODE, in accordance with par. 8322. RFI reusable containers should be used to move NRFI material to the ATAC HUB or NODE, especially if directed to do so by the Master Repairable Item List (MRIL).
- c. When it is determined that a Field Level Repairable will move to DRMO, reusable container should not be used.

8325 TURN-IN/SHIPMENT

1. DLR PROCESSING TIME FRAMES. The supply department will document and package unserviceable DLR items within 48 hours of receipt, and when possible, will ship such items within 24 hours after shipments have been prepared. The most advantageous transportation means available should be used i.e., mail, COD, CLF ships, AMC (Air Mobility Command, formerly MAC), or commercial air as appropriate.

2. METHODS OF SHIPMENT

a. Delivery or Pick up. When a ship is in the immediate vicinity of an ATAC Hub or Node, shipments of unserviceable DLR items will be accomplished by a ship's representative delivering the DLR item to the ATAC activity. Local Pick up service is also provided at all ATAC sites except Bahrain, Sigonella, and Yokota. Neither delivery nor pick up will negate the packing and marking requirements prescribed in par. 8324. Ship's representatives will obtain receipt signature on the DD Form 1348-1A as proof of delivery and for update of ship's records.

b. Mail. If a deployed ship has an unserviceable DLR item which is mailable, properly packaged, and authorized an MPD of 03, the item will be shipped to the ATAC HUB by either registered or certified mail, except when shipment by Fleet freight is more practicable. This will ensure traceability and minimize the possibility of materiel being lost in shipment. If an unserviceable DLR item is not mailable or cannot be packaged properly by the ship, it will be turned-into the nearest ashore supply activity for packaging and transshipment to the nearest ATAC HUB or NODE.

NOTES: DD Form 1387, Military Shipping Label, should be used as the sole means of labeling MILSTRIP DLR retrograde shipments moving via MPO, MPO/USPS, or DTS air/surface freight conveyance. For Mediterranean/Middle East Forces, pre-printed labels may be obtained from the Fleet Repairables Manager (listed below). Fleet customers should refer to the Customer Service Office in all other geographical areas.

Mediterranean/Middle East Forces

Fleet Repairables Manager
Supply Department Code 19F
NAS Sigonella, IT PSC 812
FPO AE 09627-0812
DSN: 624-5261/2/3/4, Comm: 39-95-86 (+ 4 digit ext)
FAX: 624-5990 or 011-39-95-86-5990

c. Other Methods. Other methods which should be used, when considered practicable or expedient, for transporting unserviceable DLR items to the ATAC HUB or NODE or a transshipping activity include:

(1) Carrier On board Delivery (COD) aircraft, when available to a ship which is operating within COD aircraft range of an ashore supply activity;

(2) Other deployed Navy ships which are returning to CONUS or to an overseas port at which an appropriate ATAC NODE or transshipping activity is located.

d. Signatures. Signatures identifying the custody transfer of shipped DLRs should be obtained whenever it is feasible to do so.

3. MULTI ITEM SHIPMENTS. Normally, unserviceable DLR items will be unit packaged and shipped within 72 hours of receipt from departmental work centers. However, when operating conditions preclude shipment of unmailable or inadequately packaged items within the prescribed time frame, the items will be collected in a single supply department storage area and held for a consolidated shipment to an appropriate ATAC HUB or NODE or transshipping activity at the earliest opportunity. For such multi item shipments, the materiel will be batched and segregated as follows:

- a. Segregate items in accordance with authorized MPDs (i.e., 03 or 13);
- b. Segregate items requiring transshipment from those which do not;
- c. Segregate items adequately packaged for transshipment from those that require additional packaging;
- d. Ensure that the entire quantity of a single line item is in the same container (or is otherwise consolidated);
- e. Ensure that heavy durable items and lighter delicate items are not included in the same container.

Section III: CARCASS TRACKING

8330 INTRODUCTION

1. GENERAL. The DLR Carcass Tracking System is the Navy's program that provides inventory managers with the means to monitor the flow of NRFI repairables from end-users through the Retrograde Pipeline and repair cycle and subsequent return to supply system stock. When activities have requisitioned DLR items using advice codes 5G, 5R, 5S, 5V, 5Y, 5Z or 56 they are required to turn a NRFI carcass in to the supply system. When the ICP receives notice that a DLR was issued, an outstanding carcass file is annotated. Until a transaction item report (TIR) is received indicating carcass receipt, the ICP keeps the file open and continues searching for the asset. Lack of a valid proof of shipment may result in carcass charges.

2. SUADPS-RT FUNCTIONS. SUADPS-RT activities provide direct input to the carcass tracking system for 7 _ cognizance symbol NSA repairables only. APA repairable items must be returned to the designated overhaul activity when they become unserviceable. Input into the carcass tracking system is provided by stock points, overhaul activities, and inventory managers via a system of transaction item reports (TIRs). The SUADPS-RT Carcass Turn-In Data Function (see SUADPS-RT Support Procedures, Volume II, Chapter 5) will be used to record and report to the inventory manager the shipment of a DLR NRFI item. SUADPS-RT will record the turn-in data in the Repairables Tracking File and produce a DD Form 1348-1A shipping document, turn-in reporting record and, if different document numbers are involved (response code B), an advance follow-up response record.

3. SUADPS-RT DLR CARCASS TRACKING REPORT (RPT 058). This report provides DLR issue and NRFI carcass turn-in data to the ICP for input to carcass tracking systems. The report is produced monthly as an output from end-of-the-month financial processing and is divided into two sections: NAVICP MECH and NAVICP PHIL. Each report section consists of a magnetic tape and a card image listing of the records included on each tape (see sample listing Appendix 15). The printed listings will be retained in a separate file for internal audit purposes. The magnetic tape will be properly labeled ("NAVICP MECH DLR TAPE" or "NAVICP PHIL AVDLR TAPE" as appropriate), packaged, and mailed to the ICP at the appropriate address listed below. Negative reports will be submitted to the ICP via message.

Commanding Officer
Naval Inventory Control Point (Code 04211)
P.O. Box 2020
Mechanicsburg, PA 17055

Commanding Officer
Naval Inventory Control Point
700 Robbins Ave
Philadelphia, PA 19111

8331 FLEET AUTOMATED CONTROL TRACKING SYSTEM (FACTS)

1. PURPOSE. FACTS facilitates the turn-in of retrograde material and provides visibility from the point of turn-in by the end user through receipt into the ATAC system. FACTS employs Electronic Data Interchange (EDI) transactions to notify NAVICP of the turn-in (D6R), to report the shipment of the retrograde material by the shipper, and to report the receipt/transshipment of the retrograde material by the intermediate transshipping activity. NAVICP will use this shipping and transshipping information to track the material through the retrograde pipeline without burdening the shipper/transshipper activities with follow-ups and queries. If used properly, it will eliminate most of the BK_ transactions and serve as a valid Proof of Shipment (POS).

2. SCOPE. FACTS is being implemented at afloat and select ashore activities. It includes both Not Ready For Issue (NRFI) assets and Ready For Issue (RFI) assets that were NRFI, but repaired in the Fleet prior to turn-in.

3. BK2 TRANSACTIONS. Under FACTS, certain BK2 transactions will still be required to report specific retrograde information to NAVICP. Specific examples in which BK2 transactions are required are as follows:

a. BK2 "B" will be required to report turn-ins which are made under a document number that is different from that on the exchange requisition or issue.

b. BK2 "F" and "K" will be required to report delays and delays due to deployment.

c. BK2 "H" will be required when an "A" condition asset will be turned-in. This occurs when the NRFI asset is a Remain In Place (RIP) item, that upon receipt of the RFI asset, the NRFI asset will be removed and then repaired at an Intermediate Maintenance Activity.

4. EDIs. Three EDI transactions are associated with FACTS. EDI 527 is the Material Due-In and Receipt transaction, which is basically the D6R Turn-in Notification. EDI 856 is the Ship Notice/Manifest, which replaces the hard copy 1348-1A as the POS. EDI 861 is the Receiving Advice/Acceptance Certificate, which serves as the receipt at a transshipping point.

5. REPORTING PROCEDURES. When the shipper activity (end user) is ready to turn-in an asset, an EDI 527 transaction is submitted. Similar to the D6R, the EDI 527 transaction notifies NAVICP that a turn-in will be made and prevents BK_ transactions from being sent to the shipper activity. Upon shipment of the asset, an EDI 856 transaction is submitted by the shipper activity. As the POS, the EDI 856 stops all further follow-ups/queries to the shipper activity under NAVICP system loss reconciliation process (see para. 8338). Since the EDI 527 and 856 transactions are closely related, they should be submitted within a short time of each other. If the turn-in is made under a document number that is different from the exchange requisition or issue, a valid BK2 "B" response must be submitted to NAVICP prior to or concurrent with the EDI transactions and the actual shipment document number must be included on the EDI 527 and 856 transactions. For FACTS transshipping afloat and ashore activities, an EDI 861 transaction is submitted upon receipt of the asset and an EDI 856 transaction is submitted upon transshipment of the asset. FACTS EDI transaction must be submitted within allowable timeframes (see para. 8332). Delayed submission of the EDI 527 transaction could result in receipt of a BK1 from NAVICP and delayed submission of the EDI 856 transaction could result in a system loss query and possible carcass bill to the shipper (see para. 8338).

6. FOLLOW-UP PROCEDURES. If the EDI 527 transaction is not received by NAVICP within the allowable turn-in timeframe (see para. 8332) a BK1 follow-up will be sent to the shipper activity. The shipper activity should respond with an EDI 527 transaction and if the material has already been shipped, the activity should also submit an EDI 856 transaction. A valid BK2 response is also required if the turn-in will be delayed or was made under a different document number. If the EDI 527 and 856 transaction had already been submitted, submit duplicate EDI transactions and notify NAVICP Carcass Tracking Section who will research the reason for non-receipt. If an EDI 527 transaction is submitted/received, but the EDI 856 transaction is not received with 30 days of the EDI 527 transaction and the material is not reported as received with a D6A receipt TIR, the shipper activity could receive a follow-up query under NAVICP system loss reconciliation process. The shipper activity should verify that the material has been shipped and, if so, submit an EDI 856 transaction. If the EDI 856 transaction had been submitted previously, submit a duplicate EDI 856 and notify NAVICP. If the turn-in will be delayed or if no turn-in will be made (asset was lost), an appropriate BK2 should be submitted to NAVICP.

7. PROPER USE OF FACTS. The primary focus of FACTS is to promote the timely turn-in and rapid movement of retrograde material through the retrograde pipeline to ensure a continuous availability of carcasses for repair. If carcasses are lost, a procurement may have to be made to replace the lost carcasses consuming scarce resources. To be a successful tool for managing the retrograde turn-in pipeline, users of FACTS must do the following:

- a. Install the latest version of FACTS and maintain the software with the latest updates.
- b. Ensure that all EDI transactions are accurate and submitted within required timeframes (see para 8332). To serve as a valid POS, the EDI 856 transaction must be completed properly will all of the shipping information applicable to the selected mode of shipment as prompted by the FACTS shipment mode screen.

- c. Ensure that FACTS EDI transactions are executed correctly and that retrograde material is shipped in compliance with FACTS policies and procedures. NAVICP will monitor EDI 527 and 856 transactions and associated ATAC Node/HUB receipt dates to ensure maximum return of carcasses. Patterns will be investigated by NAVICP with assistance from the TYCOMs.
 - d. Use BK2 response codes to relay specific information to NAVICP.
 - e. Make timely response codes to BK1 follow-ups, if any are received, and notify NAVICP if prior EDI submissions were submitted, but not received.
 - f. Ensure that the retrograde item in the container matches the documentation in the EDI 527 transaction. If the NIIN differs and is not in the same Family Group Code, the NAVICP will continue to track the item, which could result in a charge to the shipper.
 - g. Continue using the existing carcass tracking procedures (including BK_ exchanges) for retrograde material turned in prior to FACTS implementation.
8. CRITICAL HIGH-VALUE CARCASSES. On occasion NAVICP will track specific high-value, carcasses-constrained assets with the prolonged procurement lead-times that are not received into the system. In these situations, NAVICP may follow-up with the shipper or transshipper activities to assist in locating these lost critical assets to preclude a procurement and possible shortage in the supply system.

8332 CARCASS TRACKING TIMEFRAMES

1. BK1 FOLLOW-UP. The time to report a retrograde turn-in or receive a BK1 follow-up from NAVICP if the asset is not received is as follows:
 - a. For Advice Codes 5G, 5V, and 56, the BK1 follow-up is sent the following number of days after the requisition/issue date: NAVICP-Mech surface/sub afloat and ashore – 45 days, NAVICP-Phil aviation afloat – 45 days, aviation ashore – 30 days.
 - b. For Advice Codes 5R, 5Y, 5S, and 52, the BK1 follow-up is sent the following number of days after the Julian Date of the RFI issue from the Stock Point: NAVICP-Mech surface/sub afloat and ashore – 45 days, NAVICP-Phil aviation afloat – 45 days; aviation ashore 30 days.
 - c. Non-FACTS users must turn in retrograde material and submit a D6R or valid BK2 within the above timeframes to avoid receiving a BK1.
 - d. FACTS users must turn in retrograde material and submit EDI transactions 527 and 856 plus any applicable, valid BK2 (see para. 8331) within the above timeframes to avoid receiving a BK1.
2. RESPONSE TO BK1 FOLLOW-UP. The time to respond to the BK1 follow-up or receive a BK3 billing notification is as follows:
 - a. NAVICP-Mech surface/sub afloat and ashore – 21 days, NAVICP-Phil aviation afloat and ashore – 21 days.

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- b. For non-FACTS activities, a valid BK2 response must be submitted.
 - c. For activities employing FACTS, EDI transactions 527 and 856 plus any applicable, valid BK2 (see para. 8331) must be submitted within the above timeframe to avoid receiving a BK3.
3. **BK3 BILLING NOTICE TO GENERATION OF BILL.** The time between the date of the BK3 billing notification and NAVICP generating a bill is 30 days for both NAVICP-Mech surface/sub afloat and ashore activities and NAVICP-Phil aviation afloat and ashore activities. If the activity was unable to respond to a BK1 carcass tracking follow-up or BKR rejection notice and a BK3 carcass billing notification was received, a billing reversal can be requested from NAVICP. For non-FACTS users, the request can be made to the appropriate NAVICP in a BK2 message format via DAAS. For FACTS users, EDI transactions 527 and 856 should be submitted with any applicable BK2. If the EDI transactions had already been submitted, contact the NAVICP. NAVICP will review the request for billing reversal and determine if the credit is applicable. If so, NAVICP will issue a billing reversal document.

8333 FOLLOW-UP ON NRFI CARCASS (BK1)

- 1. **FOLLOW-UP FORMAT (BK1).** Document identifier BK1 DLR shipment follow-up document is submitted by the NAVICP via DAAS to the activity responsible for the NRFI turn-in. The responsible activity will be determined by the Signal Code and the Supplementary Address block of the original requisition. The BK1 follow-up will be received by message in the format specified in Appendix 28.

8334 RESPONSE TO FOLLOW-UP (BK2)

- 1. **GENERAL.** Upon receipt of a "BK1" document the unit must research the status of the turn-in in the retained records. A follow-up response (BK2) must then be submitted in reply to each follow-up (BK1) received. The response will be transmitted to the NAVICP. BK__ documents are authorized for transmission during minimize. DAAS accepts two line messages when the documents to be sent contain more than 66 characters. The messages must be addressed to DAAS DAYTON WRIGHT PATTERSON AFB OH (COMM RI RUEOZNA) and columnar number sequence will be as follows: positions 1-59 of the document will be entered on the first line followed by 1OF2 in positions 60-63; positions 60-80 of the document are entered in positions 1-21 of the second line followed by 2OF2 in positions 22-25. Upon receipt, DAAS converts the two lines into a single 80 column document prior to processing/transmitting to the ultimate recipient. BK2's may also be transmitted through SALTS. An example of a BK2 reply message is shown below (see Appendix 28 for format):

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RTTUZYUW RUFMNSG2124 Ø991Ø42-UUUU--RUEOZNA
ZNR UUUUU
R Ø81Ø42Z APR 96
FM USS JOHN PAUL JONES
TO DAAS DAYTON WRIGHT PATTERSON AFB OH//JJJ//
BT
UNCLAS //NØ4491//
MSGID/GENADMIN/USS JOHN PAUL JONES//
SUBJ/RESPONSE TO FOLLOW-UP//
RMKS/1.
BK2N35(leave 6 spaces Blank)00008349200001R521926200D808N68621BR561926175D81OF2
08961807HEHSC0700R0002OF2
BT

```

8335 REJECTED FOLLOW-UP RESPONSE (BKR)

1. GENERAL. When the BK2 response contains invalid data, the NAVICP will send a reject status, document identifier BKR with the reject reason code (see appendix 9O) in position 65. The customer will analyze the reason for rejection and resubmit a corrected BK2 reply. The NAVICP Phil tracking unit (code 01511), can be reached at DSN 442-4711. The NAVICP Mech tracking unit (Code M01424), can be reached at DSN 430-4826/4828/4829/2751.

8336 NOTICE OF ADDITIONAL BILLING (BK3)

1. GENERAL. When the NAVICP has not received a BK2 response from an activity within the allowable timeframe or receives a BK2 indicating no turn-in will be made, the NAVICP will process a BK3 document notifying the activity that the difference between the net and standard price will be billed. The BK3 billing notification will have a Reason Code in position 65 advising the recipient why the billing notification was sent. These Reason Codes are defined as follows:

<u>Code</u>	<u>Explanation</u>
A	BK2 received with "C", "D" or "G" Response Code.
B	BK3 produced due to either nonresponse to BK1 or no valid BK2/D6R receipt data received.
C	BK3 was generated as a result of a citing "F", or "K" response code twice.
E	BK3 produced due to receipt of a BK2 "H" response code, but no D6A condition code "A" materiel received.

2. FORMAT. The BK3 billing notification will be transmitted via DAAS to the activity to be billed for the value of the NRFI repairable. The activity will be determined by the Signal Code and the Supplementary Address block of the original requisition. The BK3 will be received by message in the format specified in Appendix 28.

8337 BILLING REVERSAL (BK4)

1. GENERAL. The NAVICP will process a Document Identifier BK4 notifying an activity that their account will be credited by the difference between the net and standard price. The BK4 will reverse a billing which resulted from a lack of, or invalid response to a carcass follow-up. This reversal will occur only when the customer responds or turns in a carcass after the date that a BK2 response was due and only when the late response/turn-in is accepted.

8338 NAVICP SYSTEM LOSS RECONCILIATION

1. SYSTEM LOSS TRIGGER. Under the current carcass tracking process, if the turn-in activity submits a D6R or valid BK2 notifying NAVICP of a turn-in, that notification is accepted and the turn-in activity will not receive BK1 follow-ups under carcass tracking. If however, the turned in asset is not received within 30 days at the ATAC as reported to NAVICP with a D6A TIR, NAVICP will follow-up with the ATAC via a BK5 query. A BK6 from the ATAC with a negative response or no response will result in the asset becoming a system loss. Upon triggering as a system loss, NAVICP researches/queries several automated databases files with the objective of locating the lost asset. It should be noted that the ATAC database is not only queried during the system loss reconciliation process, but also several times during the carcass tracking phase.

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Part E: FUEL**Section I: GENERAL****8400 INTRODUCTION**

The term “fuel”, as used herein, includes fuel oil, gasoline, diesel oil, or other fuel procured for ship’s propulsion, small boat propulsion, auxiliary equipment operation, or steam power generation. It also includes aviation fuels.

8401 FUELS AND LUBRICANTS PUBLICATIONS

1. PETROLEUM MEASUREMENT TABLES. The American Petroleum Institute (API) Manual of Petroleum Measurement Standards (API Standard 540) and the American Society for Testing and Materials (ASTM) Standard D1250 are the accepted Navy standards for computing the volume or weight for bulk deliveries or bulk receipts, issues or transfers of fuels and lubricants.
2. NAVAL SEA SYSTEMS COMMAND (NAVSEA) TECHNICAL MANUALS. The following Naval Sea Technical Manuals (NSTM) provide technical guidance on fuels and lubricants: NSTM Chapter 262 entitled Lubricating Oils, Greases, and Hydraulic Fluids and Lubrication Systems; NSTM Chapter 541 entitled Petroleum Fuel Stowage, Use, and Testing; and NSTM Chapter 542 Gasoline and JP5 Fuel Systems.
3. AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM), STANDARDS ON PETROLEUM PRODUCTS AND LUBRICANTS. The Standards on Petroleum Products and Lubricants of the ASTM is the standard publication for test methods and procedures used by the oil industry in testing petroleum and lubricants.
4. FEDERAL SUPPLY CATALOG FSC GROUP 91 FUEL, LUBRICANTS, OIL AND WAXES. The Federal Supply Catalog, Department of Defense Section, Management List-Navy and identification list for FSC Group 91 identifies items under the inventory control of the Navy Petroleum Office.

8402 SUADPS-RT ACTIVITIES

1. SHIPS PROPULSION FUEL. Ships propulsion fuel will not be taken up in the SAC 207 records (no BMF record will be established) and the receipt and expenditures will not be input to SUADPS-RT.
2. BULK AVIATION FUEL. Aviation ships (USID C) will account for inventories of aviation fuels in the same manner as for SAC 207 NSA material. BMF records will be established and all receipt and expenditure transactions will be processed using the appropriate SUADPS-RT functions.

3. MARINE AVIATION LOGISTICS SQUADRONS (MALS). MALS supporting tanker aircraft will manage bulk aviation cargo fuel loaded into these aircraft as stock material. BMF stock records will be established and receipt and expenditure transactions will be processed using applicable SUADPS-RT programs. Procurement documents will cite the UIC of the MALS and the appropriate SAC 207 fund code or accounting data.

8403 RECEIVING FUEL

1. GENERAL. Receipts of fuel may be documented on a DD Form 1348, DD Form 1149 or a DD Form 1155. The method of procurement and local procedures from the supply activity ashore will determine which document will be utilized. Upon receipt of fuel the Engineering Officer or his authorized representative (or Aviation Fuels Officer for aviation fuel) will sign as receiving the fuel after entering the arrival time of carrier, commenced pumping time, completed pumping time, departure time, and the quantity actually received on the procurement document. When a signed copy of the receipt document is received by the Supply Officer, it will be processed in the same manner as other receipts for DTO material.

2. SUADPS-RT ACTIVITIES. Ship's propulsion fuel is not taken up in the SAC 207 records, therefore the receipt will not be input to SUADPS-RT. The completed receipt will be placed in the Stock Control History File. All aviation fuel (USID C and M) receipts are considered stock receipts. DTO receipts (i.e. aviation fuel purchased during operations) will be processed as SAC 207 receipts and immediate end use expenditures.

Section II: PROCUREMENT

8410 INTRODUCTION

This section describes requisitioning procedures for bulk fuels and lubricants. Packaged petroleum products will be requisitioned on a DD Form 1348 citing complete MILSTRIP data. The Supply Officer is responsible for obtaining fuel and will make all necessary arrangements with supply activities or contractors.

8411 DETERMINATION OF REQUIREMENTS

1. GENERAL. Accurate estimates of fuel quantities are critical to ensure proper support from issuing activities. In the case of orders made under established contracts or local purchase of fuel, overestimation of fuel requirements may result in significant charges to a ship's OPTAR to reimburse the contractor for "backhauling" excess fuel to the source of supply.

2. SHIP'S PROPULSION FUEL. The engineering officer is responsible for determining ship's propulsion fuel requirements. He will advise the Supply Officer of quantities required and the time delivery is desired. Procurement documents will cite applicable Fleet open allotments.

3. CARGO FUEL. The cargo officer of an oiler is responsible for determining cargo fuel requirements. He will advise the Supply Officer of quantities required and the time delivery is desired.

4. AVIATION FUELS. The aviation fuel officer of a CVN/CV/LPH/LHA/LHD is responsible for determining the aviation fuel requirements. He will advise the Supply Officer of quantities required and the time delivery is desired. For SUADPS-RT USID C activities, requisitions or purchase orders will be prepared citing fund code "UZ" and recorded in SUADPS-RT using the Requisition Input Function. USID M activities will not stock aviation fuels except when supporting tanker aircraft (see par. 8402).

8412 SOURCES OF SUPPLY

1. GENERAL. A network of petroleum storage depots and commercial contracts has been established around the world to support U. S. military requirements. In addition, supply officers (commanding officers of ships without supply officers) have authority to locally procure fuel when other sources have not been previously established. Proper identification of the source of fuel supply is required to determine the appropriate ordering, accounting and payment requirements. Fuel support should be obtained from the sources in the priority order as follows:

- a. U.S Government Owned Fuel:
 - (1) Fleet oilers, other Navy ships and MSC tankers,
 - (2) Naval shore activities, fuel depots and annexes,
 - (3) Foreign and domestic commercial fuel depots under Defense Energy Support Center (DESC) (formerly DFSC) contract to store and issue U.S. Government owned fuels,
 - (4) Shore installations of other Service agencies.
- b. Foreign Governments Under Fuel Exchange Agreements:
 - (1) Foreign Naval ships and shore establishments with which the U.S. has fuel exchange agreements;
 - (2) Foreign commercial sources provided under the provisions of a fuel agreement.
- c. Defense Energy Support Center Established Bunker Contracts or Local Procurement:
 - (1) Commercial supply contracts administered by DESC or local Navy activities;
 - (2) U.S. commercial ships;
 - (3) Foreign government shore facilities and ships when the provisions of a fuel exchange agreement do not apply;
 - (4) Foreign and domestic commercial establishments not under DESC or local Navy contracts;
 - (5) Foreign commercial ships.

8413 REQUISITIONING FROM U.S. GOVERNMENT SOURCES

1. GENERAL. NAVPETOFFINST 4025.1 (series) provides a complete listing of U.S. Government fuel sources.

2. NAVY SOURCES. Ship's propulsion fuel, bulk aviation fuels and bulk lubricants will be requisitioned from Navy sources on a Requisition and Invoice/Shipping Document (DD Form 1149) completed in accordance with par. 3031-3. To ensure proper inter-fund billing, the supplementary address, signal code and fund code are to be included in Block "B" of the DD Form 1149 below the stock number and product description.

3. OTHER UNITED STATES SERVICES OR AGENCIES

a. Ships Propulsion Fuel and Lubricants. Ships Propulsion fuel and bulk lubricants will be requisitioned from other United States Military Services or government agencies on a DD Form 1149 completed in accordance with par. 3031-3. To ensure proper inter-fund billing, the supplementary address, signal code and fund code are to be included in Block "B" of the DD Form 1149 below the stock number and product description. Some Services or agencies may additionally require a complete fund cite in Block 4 of the DD Form 1149.

b. Aviation Fuels and Lubricants. Aviation fuels and lubricants procured from Air Force activities and other government sources by pilots on extended flights will be requisitioned in accordance with par. 3332-2.

8414 REQUISITIONING UNDER FUEL EXCHANGE AGREEMENTS

→ There are several countries with which the U.S. Navy holds bilateral fuel exchange agreements. Receipts of fuel under fuel exchange agreements will be documented on a DD Form 1149. A copy of all fuel exchange agreement receipt documentation will be mailed to Defense Finance Accounting Service, OPLOC Norfolk, Code AAMD, 9712 Virginia Ave., Norfolk VA 23511-3297, immediately after the transaction has occurred. NAVPETOFFINST 4025.1 (Series) provides a listing of bilateral fuel exchange agreements, detailed requisitioning procedures and reporting requirements.

8415 PURCHASE OF SHIPS PROPULSION FUEL

1. ORDERS UNDER CONTRACT. Defense Energy Support Center (DESC) (formerly DFSC) bunker contracts have been established to provide Ships propulsion fuel where U. S. Government owned stocks are unavailable. A variety of fuel types and delivery methods are provided under the bunker contract program. It is the ordering officers responsibility to ensure that the specifications of the product ordered meets equipment and service requirements. NAVPETOFFINST 4290.1 series, Commercial Contracts for Bunker Fuel, provides contract sources and procedures for the purchase of fuel from domestic and foreign bunker contracts. Order, receipt and payment for fuel obtained will be processed on the Order for Supplies or Services (DD Form 1155). Purchase of fuel from commercial sources under the bunker program will be processed as a charge to the fuels Navy Working Capital Fund (NWCF, formerly NSF or DBOF) account with inter-fund billing to appropriate Fleet Commander. To ensure prompt payment of dealers invoices, the DD Form 1155 will include a complete line of accounting data in accordance with NAVPETOFFINST 4290.1 series and acknowledgment of receipt and acceptance in accordance with par. 8403.

2. PURCHASE FROM FOREIGN GOVERNMENTS. Ships propulsion fuel can be purchased directly from foreign governments when U.S. Government owned or contracted fuel is not available and the provisions of an active fuel exchange agreement do not apply (see par. 8414). It is the ordering officers responsibility to ensure that the specifications of the product ordered meets equipment and service requirements. Order, receipt and payment for fuel obtained will be processed on the Order for Supplies or Services (DD Form 1155). Purchases of fuel from foreign governments will be processed as a charge to the appropriate Fleet Commanders' Centrally Managed Operating Budget (CMOB) for fuel. To ensure prompt payment of invoices, the DD Form 1155 will include a complete line of accounting data in accordance with CINCLANTFLTINST/CINCPACFLTINST 4026.1 and acknowledgment of receipt and acceptance in accordance with par. 8403.

3. EMERGENCY PURCHASES

a. Navy Oiler Cargo Fuel. The purchase of cargo fuel on the commercial market by contracting officers is not authorized unless case by case approval has been granted by the Navy Petroleum Office in coordination with the Defense Energy Support Center.

b. Ships Propulsion Fuel. When Ships propulsion fuel (bunkers) cannot be obtained from U.S. Government owned stocks, fuel exchange agreements, mutual support from allied Navies, or Defense Energy Support Center bunker contracts, local purchase (in and out of CONUS) by contracting officers is authorized when all of the following conditions are met:

(1) The contracting officer determines that all legal contracting conditions and requirements are met.

(2) A waiver for the use of a commercial grade of fuel is obtained from COMNAVSEASYS COM (SEA03M3) in accordance with NSTM Chapter 541, Section 10-4.

(3) The purchase is for a one time delivery of any quantity when the requirement cannot be submitted to Navy Petroleum Office for contract support.

8416 DEMURRAGE AND DETENTION CHARGES (DDCS) (CONUS)

1. GENERAL. Commercial carriers are routinely used to provide the transportation services required to move fuel from storage locations for delivery to Navy ships and stations. Government bills of lading (GBL) are used to document fuel moved from Government owned fuel stocks. The GBL is prepared by Defense Fuel Region (DFR) offices. Tank truck transportation tariffs generally allow one and one half hours to complete the delivery of fuel to the customer (free time). Barge transportation agreements normally allow a number of hours of free time based on the size of the cargo. Free time begins when the carrier arrives at the delivery point. However, excessive delays in gaining access to the delivery point through host activity check points or restricted areas can result in valid demurrage claims. Time required to complete the delivery in excess to free time is subject to demurrage or detention charges that are payable by the customer unless the excess time is solely caused by the carrier.

2. CERTIFICATION OF DEMURRAGE AND DETENTION CHARGES.

a. Submission of Bills.

(1) Delivery from CONUS Bunker Contract Sources: Commercial carrier claims for demurrage or detention on fuel deliveries under bunker contracts will be forwarded by the carrier to DESC-PHB, 8725 John J. Kingman Road, Ste 2941, Fort Belvoir, VA 22060-6222. DESC will advise the contractor of documentation required when the claim is filed.

(2) Direct Delivery from Government sources:

(a) Commercial carrier claims for demurrage or detention on fuel deliveries arranged by the Defense Energy Support Center or Defense Fuel Regions (other than bunker contracts) are submitted by the carrier to the appropriate DFR Transportation Officer in the following list:

East Coast Virginia North to Maine	Defense Fuel Region - Northeast Building 24-04, McGuire AFB, NJ 08641-5000 Comm: 609 724-3766 DSN: 440-3766 FAX: 609 723-2775 PLAD: DFR NORTHEAST MCGUIRE AFB NJ
East Coast North Carolina South and Gulf Coast	Defense Fuel Region - South Federal Building Room 1213 2320 La Branch, Houston, TX 77004-1091 Comm: 713 750-1883/4/5 DSN: 940-1152/3/4 FAX: 713 654-8010 PLAD; DFR SOUTH HOUSTON TX
West Coast	Defense Fuel Region - West 3171 N. Gaffey Street, San Pedro, CA 90731-1099 Comm: 213 514-6102/3 DSN: 972-3090 FAX: 213 514-6106 PLAD: DFR WEST SAN PEDRO CA
Alaska	Defense Fuel Region - Alaska Elmendorf AFB, Alaska 99506-5000 Comm: 907 552-4650/3760 DSN: 317-552-3760/2857 FAX: 907 753-0517 PLAD: DFR ALASKA ELMENDORF AFB AK

(b) Carrier claims forwarded to the DFRs will consist of the following:

1. Original invoice for demurrage or detention

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2. Original Public Voucher for transportation Charges (SF-1113) indicating DFAS OPLOC San Diego or Norfolk.

3. Supporting documentation to substantiate the claim.

b. Verification of Charges. DESC-PHB/DFR will examine the carrier's bill for accuracy based on the tariff. Adjustments, if applicable, will be made by DESC-PHB/DFR in conjunction with the carrier. DESC-PHB/DFR will ensure that claims clearly indicate whether DDCs were incurred during loading or delivery. The verified bill will be forwarded to the ship, requesting that it be processed in accordance with instruction in subpar c. Only DDCs that occurred at delivery should be sent to the receiving ship.

c. Responsibility for Payment of DDCs. The Government is liable for DDCs unless the receiving ship can clearly demonstrate that the demurrage or detention was caused solely by the carrier. DDCs resulting from delays at the shipping and loading point are the responsibility of the receiving ship. The Supply Officer should carefully review DDC documentation to ensure that DDCs are the result of delays on delivery.

(1) If DDCs were incurred by delays at the loading point, the documentation should be returned to the appropriate DFR with a letter of explanation.

(2) If DDCs were incurred by delays on delivery, the Supply Officer of the receiving unit will certify the bill charging their own ship's Operating Target (OPTAR).

(3) Questions regarding DDCs should be referred to the applicable DFR. Additional assistance will be provided by Navy Petroleum Office as requested. Navy Petroleum Office telephone numbers are: DSN 427-7330/7379, Commercial 703 767-7330/7379, FAX DSN 427-7389.

d. Certification and Payment.

(1) Applying Certification. Demurrage and detention bills will be certified or otherwise forwarded by the ship's Supply Officer as soon as possible after being received from the DFR. The certification to the Supply Officer will be applied to the reverse of the carrier's bill in the following format:

Date: _____
<p>I certify that the (barge, truck, etc.) shown on the bill was held between the dates and times as stated, that any lawful charge is properly payable from the ship's Operating target (OPTAR), and that (demurrage/detention) of such carrier was caused by (state cause).</p> <p>GBL NO. X-1234567 (if applicable)</p> <p>Appropriation chargeable (Ship's Operating Target (OPTAR):</p>
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 60%;"></div> <div style="border-top: 1px solid black; width: 20%;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Signature Rank </div>

(2) Applicable Funding. The appropriation will include the applicable nine (9) elements of accounting data (see par. 3055).

(3) Invoice Payment. The original certified bill, with supporting documents, will be forwarded to DFAS OPLOC San Diego or Norfolk as appropriate.

Section III: EXPENDITURE

8420 INTRODUCTION

Transfers of bulk fuel by Fleet oilers/tankers are accomplished and documented in accordance with Fleet/Type Commander/Military Sealift Command instructions. Transfers of bulk fuel by ships other than oilers/tankers are accomplished and documented in accordance with the following paragraphs. Transfers of packaged petroleum products will be documented in DD Forms 1348-1A prepared in accordance with par. 5067. When petroleum is packaged in drums, the drum is considered a part of the product and will not be itemized separately. Reusable empty drums will be transferred to the nearest shore supply activity with a memorandum DD Form 1348-1A. Non reusable drums (i.e., drums that leak, or which are badly dented or excessively rusted) will be transferred to salvage.

8421 SHIP'S BULK PROPULSION FUEL

1. TRANSFERS TO OTHER SHIPS. Transfers of fuel to other ships will be documented in unpriced memorandum DD Forms 1149 or 1348-1A, which will not be summarized or processed into SUADPS-RT. A copy of each transfer document will accompany the transferring ship's Monthly Summary of Fuel Inventory and Steaming Hours Report (commonly called the "monthly fuel report").

2. TRANSFERS TO ASHORE ACTIVITIES.

a. Documentation. When a ship is required to off-load bulk propulsion fuel, an unpriced DD Form 1149 will be prepared to document the transaction, which will not be summarized or processed into SUADPS-RT. A copy of the transfer document will accompany the ship's monthly fuel report.

b. Samples. Prior to off-loading operations, samples of the fuel to be transferred will be taken for analysis by an ashore laboratory to determine its quality.

c. Volume Corrections. Residual (black) fuel oils, irrespective of quantity, will be corrected in volume to 60 F. Gasoline and distillate fuels in quantities of 3,500 gallons or more will be corrected in volume to 60 F.

d. Determination of Quantity. The quantity of fuel transferred to a shore activity is determined on the basis of the gages of the receiving activity or the calibration tables of the receiving barge. Any significant discrepancy between the quantity calibrated by the ship and that acknowledged by the receiving activity will be investigated immediately, and any unresolved difference will be accounted for in the ship's monthly fuel report. When two or more ships off-load simultaneously, any unresolved quantity differences will be prorated to the ships involved, and each ship will account for its share of the difference in its monthly fuel report.

8422 BULK AVIATION FUEL

1. TRANSFERS TO OTHER SHIPS. Bulk aviation fuels transferred between ships with an AVCAL account will be documented in DD Forms 1348. The transfers will not be summarized, but will be reported. Transfers from ships with an AVCAL account to ships not authorized an AVCAL account will be documented in DD Forms 1149, 1348, or 1348-1A which will be included in the "C" summary.
2. TRANSFERS TO ASHORE ACTIVITIES. When a ship is required to off-load bulk aviation fuel, the transfer will be documented on a DD Form 1149. For SUADPS-RT USID C and M activities, the transfer will be processed using the MRE Offload Function. If the receiving shore facility is a DLA activity, the DLA table of the Nonprivileged Validation File must contain the applicable routing identifier. Routing identifiers for DLA fuel activities can be identified by a B in the third position (e.g., NNB, NDB, NOB).
3. ISSUES TO ON BOARD AIRCRAFT. Aviation fuels issued to on board aircraft squadrons or detachments will be documented in DD Forms 1348 which will be included in the "C" or "D" summary as applicable. For SUADPS-RT USID C and M activities, issues and transfers to aviation units will be processed in SUADPS-RT using the MRI/MRE Function as a charge to the appropriate flight operations (FLTOPS) fund code. The Aviation Fuels Officer will inform the Supply Officer on a daily basis of the fuel issued.
4. ISSUES FOR SHIP'S PROPULSION. Issues of aviation fuels for ship's propulsion will be charged to the appropriate Fleet commander's open allotment. SUADPS-RT USID C activities will process the issue via the MRI function, post-post option.
5. OTHER DOD AIRCRAFT. Fuel provided to Air Force planes or activities or other DOD aircraft will be processed as a cash sale transaction in accordance with par. 5041.

8423 BULK FUEL LOSSES

1. LOSSES BY FLEET OILERS/TANKERS. The Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) will be used to document losses when fuel cargo quantities are contaminated beyond reclamation or for other specific known losses, such as stripping losses, tank cleaning losses, personnel error losses, etc (see sample page 8-119 and 120). Prior to survey, every effort shall be made to reclaim contaminated fuel for use as another grade. Fuel which can be downgraded will be documented as an inventory adjustment (DD Form 1149) in lieu of a loss by survey. Fuel which cannot be brought within quality use limits or issued as a lower graded product should be retained on board until it can be turned in ashore unless retention would be prejudicial to the safety of the ship or restrict an essential mission. Copies of all DD Form 200's will be forwarded to the Navy Petroleum Office along with a copy of the "Afloat Monthly Navy Owned Bulk Petroleum Report (NAVEXOS Report 7320-11). This data will be the basis for review of the conditions causing contamination or loss and recommending corrective action. Accordingly, DD Form 200's must clearly state causes and conditions

contributing to contamination and losses and provide precise information as to the final disposition of the fuel (i.e., held in contaminated fuel tank pending transfer ashore, transferred to shore terminal at the fuel (location), etc.). Discharge of fuel to sea should be rare. If ship safety or essential mission requirements require this method of disposition, complete details of the operational situation must be provided. Ships may expect to be required to explain and completely justify through the chain of command each instance where fuel is discharged to sea instead of being retained on board for discharge ashore. A DD Form 200 will be completed for each loss as it occurs. Stripping from operating tanks to holding or settling tanks is not considered a fuel loss. However, final stripping (from operating, holding or settling tanks) to a shore terminal is a fuel loss and must be documented in a DD Form 200 reflecting total fuel losses due to stripping.

2. LOSSES BY END-USE SHIPS. Losses of petroleum products because of contamination, stripping operations, tank cleaning, personnel error, leakage, or other determinable causes with an extended value of \$500 or more will be surveyed in accordance with pars. 5125-5133 (see sample page 8-119 and 120). As explained in par. 8423a above, the DD Form 200 will contain complete and precise information regarding reasons, causes and conditions of fuel losses and final disposition of surveyed fuel. A copy of all completed DD Form 200's for bulk petroleum products will be forwarded to the Navy Petroleum Office.

3. LOSSES OF AVIATION FUEL (SUADPS - RT USID C ACTIVITIES). Fuel lost by other than receipt adjustments (e.g., stripping, flushing, spills, or contamination) will be documented by a Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) prepared and processed in SUADPS-RT in accordance with par. 5125. A separate DD Form 200 will be prepared each time a loss of aviation fuel is determined. At the end of each month, a copy of the fuel portion of the Inventory Adjustments Report (SUADPS-RT Report 34) will be sent by message (with negative report required) to NAVICP MECH Code 7231 and, if required, to the Type Commander. NAVICP MECH will review and consolidate on a quarterly basis all inventory gains, losses, and surveys and process a charge or credit to an allotment provided by the Type Commander for the net loss or gain. This procedure results in a corresponding credit or charge to the Navy Stock Fund.

4. LOSSES BY MARINE AVIATION LOGISTICS SQUADRONS (MALS). MALS are not authorized to survey, gain, or lose fuel by inventory. All adjustments of fuel will be absorbed by the tanker squadron with losses charged to the appropriate squadron's flight operations OPTAR.

SAMPLE FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL) (DD FORM 200) FOR FUEL

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS							
<p align="center"><u>PRIVACY ACT STATEMENT</u></p> <p>AUTHORITY 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397. ROUTINE USES: None.</p> <p>PRINCIPAL PURPOSE: To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification. DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.</p>							
1. DATE INITIATED (YYMMDD) 960310		2. INQUIRY / INVESTIGATION NUMBER		3. DATE LOSS DISCOVERED (YYMMDD) 960310			
4. NATIONAL STOCK NO. 9140 00 273 2377	5. ITEM DESCRIPTION FUEL OIL, DIESEL (MARINE)		6. QUANTITY 1,000 GL	7. UNIT COST \$1.29	8. TOTAL COST \$1,290.00		
9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary) <input type="checkbox"/> LOST <input checked="" type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED DURING ROUTINE FUEL TESTING, FUEL WAS FOUND TO BE CONTAMINATED BY SALT WATER. INVESTIGATION OF TANK REVEALED A CRACK IN A WELDED SEAM ALLOWING SALT WATER INTO THE TANK. CONTAMINATED FUEL WAS PUMPED TO A DEFUELING BARGE FOR DISPOSAL.							
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary) TANK SEAM WILL BE RE-WELDED TO PREVENT LEAKING.							
11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10							
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) N04086 USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037		b. TYPED NAME (Last, First, Middle Initial) SMITH, JOHN T. d. SIGNATURE <i>J. T. Smith</i>		c. AUTOVON / DSN NUMBER 222-4444 e. DATE SIGNED 11 MAR 86			
12. (X one) <input checked="" type="checkbox"/> RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) <input type="checkbox"/> REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)							
a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No		b. COMMENTS / RECOMMENDATIONS					
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) N04086 USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037		d. TYPED NAME (Last, First, Middle Initial) JONES, WILLIAM E. f. SIGNATURE <i>William E. Jones</i>		e. AUTOVON / DSN NUMBER 222-5555 g. DATE SIGNED 12 MAR 96			
13. APPOINTING AUTHORITY							
a. RECOMMENDATION (X one) <input checked="" type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS / RATIONALE		c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) <input type="checkbox"/> (1) Yes <input checked="" type="checkbox"/> (2) No			
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037		e. TYPED NAME (Last, First, Middle Initial) SEA, A. B., CAPT g. SIGNATURE <i>A. B. Sea</i>		f. AUTOVON / DSN NUMBER 222-1111 h. DATE SIGNED 13 MAR 96			
14. APPROVING AUTHORITY							
a. ACTION (X one) <input type="checkbox"/> (1) Approve <input type="checkbox"/> (2) Disapprove		b. COMMENTS / RATIONALE		c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) <input type="checkbox"/> (1) Yes <input type="checkbox"/> (2) No			
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) N04086 USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037		e. TYPED NAME (Last, First, Middle Initial) SEA, A. B., CAPT g. SIGNATURE <i>A. B. Sea</i>		f. AUTOVON / DSN NUMBER 222-1111 h. DATE SIGNED 13 MAR 96			

DD Form 200, FEB 91

Previous editions are obsolete.

S/N 0102-LF-011-9100

SAMPLE FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL) (DD FORM 200) FOR FUEL

15. FINANCIAL LIABILITY OFFICER			
a. FINDINGS AND RECOMMENDATIONS <i>(Attach additional pages as necessary)</i>			
b. DOLLAR AMOUNT OF LOSS		c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>		f. TYPED NAME <i>(Last, First, Middle Initial)</i>	g. AUTOVON/DSN NUMBER
		h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY <i>(YYMMDD)</i>	i. DATE APPOINTED <i>(YYMMDD)</i>
		j. SIGNATURE	k. DATE SIGNED
16. INDIVIDUAL CHARGED			
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE SFINANCIAL LIABILITY OFFICER AND <i>(X one)</i>			
<input type="checkbox"/> (1) Submit the attached statement of objection.		<input checked="" type="checkbox"/> (2) Do not intend to make such a statement.	
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.			
c. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i>		d. TYPED NAME <i>(Last, First, Middle Initial)</i>	e. SOCIAL SECURITY NUMBER
		g. SIGNATURE	h. DATE SIGNED
f. AUTOVON/DSN NUMBER			
17. ACCOUNTABLE OFFICER			
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD N04806-6073-8705			
b. ORGANIZATIONAL ADDRESS <i>(Unit Designation, Office Symbol, Base, State/Country, Zip Code)</i> N04086 USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037		c. TYPED NAME <i>(Last, First, Middle Initial)</i> HAYWARD, JOHN A.	d. AUTOVON/DSN NUMBER 222-6666
		e. SIGNATURE J. A. Hayward	f. DATE SIGNED 13 MAR 96

DD Form 200 (Back), FEB 91

AFLOAT SUPPLY PROCEDURES

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CHAPTER 9

FINANCIAL MANAGEMENT

Part A: OPERATING FUNDS

Section I: OPERATION AND MAINTENANCE, NAVY (O&M,N) FUNDS

9000 INTRODUCTION

1. GENERAL. Congress provides Operations and Maintenance, Navy (O&M,N) obligation authority for a twelve month fiscal year. The Navy Comptroller provides these O&M,N funds to the Fleet Commanders in Chief (CINCs). The CINCs provide them to the Type Commanders who then allocate the OPTAR grants quarterly to the fleet units. The CINCs issue an operating budget to each Type Commander (TYCOM) to finance operation and maintenance for assigned ships, squadrons and staffs. TYCOMs grant each ship or activity funding authority in the form of Operating Targets (OPTARs) to obtain the material and services necessary for day-to-day operations.

9001 BUDGETS

1. GENERAL. OPTAR funds are derived from the activity's projected expenditures based on the amount used during the previous 12 months and their operating schedule for the next 12 months. The activity submits its budget request to their Type Commander who then consolidates all subordinate command budget projections and submits them to the next level of command until a consolidated budget for the entire Department of Defense reaches the President. The President accumulates the budgets from all cabinet secretaries and sends Congress a consolidated budget for the entire U.S. Government. Congress then works with the President to pass appropriation bills into law. These funds are then distributed back through the chain of command.

9005 OPERATING TARGET (OPTAR) FUNDS

1. GENERAL. Operating targets are issued to activities for a particular fiscal year. Obligations can only be incurred during the first twelve months of the accounting cycle. Expenditures (i.e., payment for obligations) can be made throughout the entire 72 month period.

2. TYPES OF OPERATING TARGETS. Operating Targets are identified by OPTAR Fund Categories (OFCs) as listed in the following subparagraphs.

a. OFC-20, Supplies and Equipage (S&E). The S&E category provides funds for obtaining materials or services used in the daily operation of the activity. This could include consumable supplies, repair parts, services, and maintenance contracts.

b. OFC-20, Repair of Other Vessels (ROV). The ROV category provides funds used for repair work conducted on other afloat units and service craft by activities with Intermediate Maintenance Activity (IMA) capabilities. The ROV category is further broken down as follows:

(1) Repair of Other Vessels Indirect (ROVI). This OPTAR contains funds drawn from the ROV OPTAR (% of funds are listed in appropriate TYCOM instructions) for the purpose of procuring consumable type material that is used during repair work for various activities.

(2) Repair of Other Vessels Self (ROVS). This OPTAR contains funds drawn from the ROV OPTAR for repair work conducted by the ship's force on spaces and equipment for their own activity.

(3) Repair of Other Vessels Direct (ROVD.) This OPTAR contains funds drawn from the ROV OPTAR for direct costs associated with Repair of Other Vessels under the repair cycle. These costs can be directly related to a Job Control Number (JCN) assigned to repair a customer vessel.

c. Reimbursable. Reimbursable Funds are used to provide work or services to another TYCOM or government activity when directed by an activity's own TYCOM.

d. OFC-50, Aviation Operations Maintenance (AOM.) This OPTAR is provided to fund the procurement of material and services necessary to support the Aircraft Maintenance Department at aviation activities. AOM funds are properly chargeable for repairs to aircraft and supporting-maintenance equipment.

e. OFC-01, Flight Operations (FLTOPS.) Provided to aviation squadrons, this OPTAR is used to procure fuel consumed in flight, flight crew clothing, and administrative material for support of the squadron.

f. Miscellaneous OPTAR Functional Categories. The following OFCs are not used by all Type Commanders. Specific instructions regarding the use of these OPTARs will be issued by the applicable Type Commanders.

(1) OFC-09 - OPTAR used for Fleet Initial Outfitting for Individual Material Readiness List (IMRL) and Marine Table of Basic Allowance (TBA);

(2) OFC-10 - OPTAR used for aircraft support, other (includes support for automated data processing equipment support, and drones and targets);

(3) OFC-15 - OPTAR used for initial outfitting and replacement of aircraft photographic equipment;

(4) OFC-21 - OPTAR used for travel of personnel in connection with aviation-related travel;

(5) OFC-23 - OPTAR used for transportation of material.

Section II: NAVY WORKING CAPITAL FUND

9010 INTRODUCTION

1. DEPARTMENT OF DEFENSE WORKING CAPITAL FUND. The Defense Working Capital Fund, formerly known as the Defense Business Operations Fund (DBOF), is a revolving industrial fund for a large number of defense support functions. It utilizes business-like cost accounting to determine total cost of the business activity. The Defense Working Capital Fund is made up of the Army Working Capital Fund, the Navy Working Capital Fund, the Air Force Working Capital Fund, and the Defense-Wide Working Capital Fund.

2. NAVY WORKING CAPITAL FUND (NWCF). The NWCF finances the procurement of material carried at designated naval activities ashore and afloat. As a revolving fund, the NWCF is reimbursed when material is issued and working capital is made available to replenish the activity's stock. The NWCF charter provides that, under the direction of the Secretary of the Navy and the Chief of Naval Operations, the Naval Supply Systems Command (NAVSUP) will manage the NWCF. NAVSUP delegates to the Navy Inventory Control Point and other project managers control and management responsibilities for assigned categories of NWCF material.

9011 ADMINISTRATION

1. MANAGEMENT. Each category of NWCF material is assigned a Budget Project (BP) and the funds are suballocated to the Commanding Officers responsible for the assigned BPs. Each BP manager is responsible for maintaining adequate stocks of material, determining budget requirements, and administering NWCF allotments. Two types of NWCF allotments are administered by the project managers. Large shore activities are granted closed allotments with specific monetary limitations. Centrally managed or open allotments are used for funding smaller NWCF shore activities, designated Fleet units, and MALs. These open allotments allow for simplified accounting procedures and eliminate monetary limitations at the individual activity.

2. NWCF BUDGET PROJECTS. The following budget project numbers are used for NWCF:

<u>Budget Project</u>	<u>Cognizance Symbol</u>	<u>Category of Material</u>	<u>Project Manager</u>
14	1H, 3H	Shipboard Consumables, Field Level Repairables	NAVICP MECH
15	1I	Forms and Printed Matter	NPFD
21	1Q	Ships Store Stock	NEXCOM
23	Various	Ships Overhaul Material	NAVICP MECH
25	Various	Special NSA Transactions	NAVSUP
28	All 3, 5 & 9 cogs Except 3H, 5R & 9X	Retail Repair Parts and Supplies	NAVICP MECH

9011

Financial Management

<u>Budget Project</u>	<u>Cognizance Symbol</u>	<u>Category of Material</u>	<u>Project Manager</u>
34	1R, 5R	Aviation Consumables	NAVICP PHIL
38	9X	Retail Fuel and Related Materials	NAVICP MECH
81	7E, 7G, 7H, 7N, 7Z	Shipboard Depot Level Repairables	NAVICP MECH
85	7R	Aviation Depot Level Repairables	NAVICP PHIL

9012 SPECIAL ACCOUNTING CLASSES (SAC)

1. GENERAL. The NWCF is divided into several classes to identify material held at different types of activities. Special Accounting Classes (SAC) have been established for financial reporting and control of NWCF material. A complete list of special accounting classes is contained in the NAVCOMPT Manual paragraph 085330.

2. SPECIAL ACCOUNTING CLASS (SAC) 207. SAC 207 has been established to account for material carried on-board replenishment ships (T-AFSs), tenders (ASs), aviation ships (CVs, CVNs, LHAs, LPHs, LHDs), and Marine Aviation Logistics Squadrons (MALS). SAC 207 activities operate under open allotment concepts where stock levels and procurement are based on established allowance and demand experience rather than financial limitations. Activities utilizing NWCF SAC 207 procedures maintain records, process supply transactions, and prepare external reports by computer programs contained in the Shipboard Uniform Automated Data Processing System-Real Time (SUADPS-RT). SUADPS-RT is designed to accomplish necessary updating of requisition and stock record files and to accomplish NWCF SAC 207 reporting requirements.

9013 STORES AND INVENTORY ACCOUNTS

1. NWCF STORES ACCOUNT 51000. All material procured with NWCF money is classified as NWCF material and is carried in Stores Account 51000. This includes all odd-numbered Cogs at USID A and T activities and all odd-numbered Cogs except 7_ at USID C and M activities.

2. APA END-USE ACCOUNT 52000. All even numbered cognizance symbol stock material is carried in APA End-use Account 52000. This material is issued to customers on a nonreimbursable basis (no charge to end-use funds) and is ordered for stock and DTO using APA Fund Code Y6.

3. DLR END-USE INVENTORY ACCOUNT 55000. This account is only used at aviation activities (USIDs C and M) and will include only 7_ Cog material. These items are owned by Fleet and Type Commanders after decapitalization or sale from the NWCF.

Section III: ACCOUNTING SYSTEMS**9020 PURPOSE**

An accounting and financial management system is required to control and report how the various types of funds are used. The accounting system must provide accounts, records, and procedures for recording transactions and then summarize accounting data into a prescribed reporting format. This data can be used by management for the control of current operations (i.e., remaining within budget) and as a basis for future operations (i.e., collecting information for future budget estimates).

9021 APPROPRIATION ACCOUNTING SYSTEM

1. GENERAL. Congress passes legislation known as appropriation acts to provide funds for various military programs. The Department of Defense has set up the Future Years Defense Plan (FYDP) to establish planned force structure and financial levels for military departments that cover a six year period. In order to permit meaningful accumulation and control of information, categories called Budget Activity Programs (BAP) were established. Prior to Fiscal Year 1994, the Navy had eleven (11) BAPs. Beginning in Fiscal Year 1994, the Navy restructured the O&M,N appropriation and Navy operating forces moved to a new BAP I.

<u>Program</u>	<u>Title</u>
I	Operating Forces
II	Mobilization
III	Training and Recruiting
IV	Administration and Service Wide Activities

The BAP I is further broken down into four (4) Activity Groups (AGs). Appropriation data will include a one digit field in the third position of the subhead that identifies the AG for which funds are being obligated or expended.

<u>AG</u>	<u>Title</u>
1A	Air Operations
1B	Ship Operations
1C	Combat Operations/Support
1D	Weapons Support

AGs will be broken down into Sub-Activity Groups, Program Elements, Expense Elements, and other smaller categories. Funds are appropriated through annual, continuing, and multiple-year appropriations as follows:

a. Annual Appropriations. Annual appropriations are made for current operations and maintenance expenses of the Department of the Navy. Ships and activities will receive a grant from this appropriation through their TYCOM. This appropriation is available for obligation during the fiscal year of the appropriation and for payment of these obligations for six years thereafter. The annual appropriation expires at the end of the sixth subsequent fiscal year and any unobligated portion is transferred back to the treasury.

b. Continuing Appropriations. Continuing appropriations are made for specific programs. This type of appropriation becomes available at the beginning of the fiscal year following the appropriation act. It remains available until exhausted or until the purpose specified in the appropriation act has been accomplished.

c. Multiple-year Appropriations. This appropriation is available for incurring obligations for a definite period in excess of one fiscal year. This type of appropriation will not normally be handled at the shipboard level with the exception of Other Procurement, Navy (OPN) funds.

d. Appropriation Limitations. An appropriation limitation is the amount fixed by Congress which an activity may not exceed when obligating or expending funds for certain objects or purposes.

9022 FUND ACCOUNTING SYSTEM

A fund is a separate account of monetary resources established for a particular purpose, time period, or both. A fund is available for obligation for the period indicated in its symbol and title. Fund accounting within the Department of Defense's accounting system contains general, special, and revolving funds. General funds account for receipts and expenditures of the funding category. Special funds are established to account for receipt and expenditure of items earmarked for a particular purpose. Revolving funds such as the Navy Working Capital Fund are set up to be self-sustaining after they are established.

9023 FINANCIAL INVENTORY ACCOUNTING SYSTEM

Financial inventory accounting is the financial control over the receipt and issue of materials and supplies. Financial inventory accounting interacts with the Navy's supply system in that it records and reports the financial value of the assets in that system. Supply system assets are divided into wholesale and retail segments. Wholesale inventories are managed by Navy inventory managers under the single-manager concept. Retail inventories are the assets stocked by the Navy for its own use. The differences between the two concepts are accounting and management procedures.

Section IV: INTERFACE WITH EXTERNAL ACTIVITIES**9030 DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)**

The Defense Finance and Accounting Service (DFAS) has Operating Locations (OPLOCs) located in Norfolk, VA and San Diego, CA. DFAS maintains official accounting records for activities. They collect records of receipts, transfers, NWCF inventory transactions, and other OPTAR activity, then provide financial data to operating forces, as well as output to TYCOMs, ICPs, and appropriate fleet commanders. DFAS also maintains individual activity and fleet-wide records regarding SAC-207 and NWCF inventories and provides feedback reports to inventory holders. These reports must be promptly processed and returned to DFAS. Many of these reports may be submitted electronically.

9031 TYPE COMMANDERS

Type commanders are responsible for the financial management of all ships and activities under their command. This responsibility includes financial planning, analysis of expenses, and performance reporting. Financial personnel at an activity are able to obtain technical assistance at the TYCOM level from staff financial experts.

9032 INVENTORY CONTROL POINTS

1. GENERAL. Inventory control points (ICPs) are tasked with managing system-wide levels of material, purchasing quantities of assets as necessary to meet customer demand, and directing distribution of assets to stock points (as appropriate). SUADPS-RT activities report OPTAR and NWCF related transactions to their DFAS Operating Location (OPLOC) on a monthly basis. For NWCF activities, a summarized Financial Inventory Report (FIR) is submitted to the DFAS OPLOC for upline reporting to the consolidated FIR maintained by DFAS Cleveland under the Central Data Base (CDB). The ICP accumulates the accounting data for the cognizance material it manages and then reports it to the DFAS OPLOC for upline reporting to the CDB.
2. DEPOT LEVEL REPAIRABLES (DLRs). Activities forward DLR Carcass Reports to NAVICP MECH or PHIL. These reports provide notice that DLR carcasses have been shipped to designated overhaul points via ATAC hubs or nodes. The NAVICP acts as the billing activity, if carcasses are not reported by Transaction Item Reporting (TIR) activities as received from the ship. The NAVICP provides follow-ups for carcass tracking transactions in the form of BK1s. Non-response to BK1s or non-accountability of carcass turn-ins could result in a carcass charge to the financial difference listing through the BK3 process. The NAVICP submits BK3s and posts them to activities' SFOEDL as "carcass charges". If carcasses are ultimately accounted for, after BK3 submission, NAVICP submits BK4s to DFAS, who posts them to the activities' SFOEDL as "carcass credits".

9033 SHORE STATIONS

Shore stations will become involved in reconciling mismatched expenditures and receipts, if the shore station was a provider of material to the activity, a provider of Disbursing Officer services for payment of open purchase invoices (USMC), or a provider of fuel farm services. Additionally, if an activity often sends repairables to shore stations for repair and return, the activity will develop a relationship with the shore station to ensure accountability of repairables.

9034 SPACE AND NAVAL WARFARE SYSTEMS CENTER (SPAWARSYSCEN)

SPAWARSYSCEN (formerly Navy Management Systems Support Office) is the Central Design Agency (CDA) responsible to the Chief of Naval Operations (CNO), the Space and Naval Warfare Systems Command (SPAWAR), and the Naval Supply Systems Command (NAVSUP) for the design, development, and implementation of Automated Information Systems (i.e. SUADPS-RT, SFM, Relational Supply). SPAWARSYSCEN has detachments located in Chesapeake VA; San Diego CA; Yokosuka Japan, and Sigonella Italy. SPAWARSYSCENs are authorized to maintain direct liaison with TYCOMs, Marine Aircraft Wings (MAWs), Marine Aviation Logistics Squadrons (MALs), and fleet units to assist them in achieving assigned missions. They receive all trouble calls, perform troubleshooting and testing, and create corrective system modifications as necessary. SPAWARSYSCENs also provide training.

Part B: ACCOUNTING PROCEDURES**Section I: INTRODUCTION****9100 OPTAR ALLOCATION**

The Supplies and Equipage (S&E) OPTAR, the Aircraft Operations Maintenance (AOM) OPTAR, and the Repair of Other Vessels (ROV) OPTAR can be allocated by the Commanding Officer of the ship or activity to the divisional or departmental level. Therefore, it is imperative that each division and department within a ship or activity provide accurate budget input in the form of anticipated requirements for operating funds during the upcoming fiscal year. These requirements are based on past usage data as well as on anticipated requirements and operating schedules for the next fiscal year. This process will help the Supply Officer in making recommendations to the Commanding Officer as to how Operating Target (OPTAR) funds will be allocated within the unit's departments and divisions. Flight Operations (FLTOPS) and reimbursable OPTARs are not allocated to the divisional level.

9101 FUND CODES

1. **END USE FUND CODES.** End-use fund codes are used in OPTAR accounting. End-use fund codes serve the same purpose as shore station job orders. The budget submission by the Type Commander depends upon collecting cost data by the budget categories of activity group, sub-activity group, expense element, etc. The two digit afloat end-use fund codes must be crossed by the DFAS accounting dictionary back to the related activity group, sub-activity group, expense element, etc. for budget preparation. The accounting spread or fund code will be shown on all obligation and expenditure documents. A complete listing of end-use fund codes is located in Appendix 30.

2. **NWCF FUND CODES.** Stock requisitions for NWCF activities will use Other Supply Officer (OSO) transfers and will cite NWCF Fund Codes. A complete listing of these fund codes is contained in Appendix 30.

9102 ACCOUNTING DATA

1. **GENERAL.** The purpose of accounting data is to completely identify the proper account against which a financial document should be charged or credited. The accounting spread or fund code will be shown on all obligation and expenditure documents. Each element of accounting data requires a specific number of characters to complete its data field. When a data element does not contain a sufficient number of digits to completely fill the data field, zeros will be entered preceding the first significant digit to complete the field. Country codes are not considered as one of the nine-digit fields of a complete line of accounting data, therefore country code blocks are to be left blank. When required, the Disbursing Officer will assign country codes on payment vouchers in accordance with Appendix 11 and the Navy Comptroller Manual, par. 027002. A complete line of accounting data consists of the following data, in the order shown:

<u>Data Element</u>	<u>Number of Characters</u>	<u>Example</u>	<u>Description</u>
Appropriation and subhead	11	1751804.70BB	See Appendix 30
Object Class	3	000	Enter "000" unless the transaction affects the international balance of payments (see NAVCOMPT Manual par. 027003)
Operating Budget or Bureau Control Number	5	57016	Enter UIC of the operating budget holder (see Appendix 30)
Sub -allotment	1	0	Enter operating budget suffix, if assigned; if not, enter a zero (see Appendix 30)

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<u>Data Element</u>	<u>Number of Characters</u>	<u>Example</u>	<u>Description</u>
Authorization Accounting Activity	6	060951	Enter UIC of the authorization accounting activity, preceded by a zero (see Appendix 30)
Transaction Type	2	2D	See NAVCOMPT Manual par. 028003
Property Accounting Activity	6	V05851	Activity Address Code (see NAVCOMPT Manual Vol. 2, Chap. 5)
Country Code	None	Blank	Leave blank.
Cost Code	12	0051822392CU	The cost code consists of: 2 preceding zeros, 4 digit Julian date, 4 digit serial number, 2 character fund code (see Appendix 30)

For example: 1751804.70BB/000/57016/0/060951/2D/V05851/BLNK/0051822392CU

2. SAC 207 ACCOUNTING DATA. Stock requisitions for NWCF activities will use Other Supply Officer (OSO) transfers and will cite NWCF fund codes. Items ordered under a contract or other non-standard procurement methods will site the NWCF accounting data for each requirement. A complete line of SAC 207 accounting data consists of the data described in the preceding subparagraph with the following exceptions:

<u>Data Element</u>	<u>Number of Characters</u>	<u>Required Entry</u>
Appropriation and subhead	11	"97X4930.NC1A"
Operating Budget or Bureau Control Number	5	"14001" for fund code CZ "15001" for fund code DZ "21001" for fund code GZ "28001" for fund code KZ "38001" for fund code UZ not applicable for fund codes JZ, RZ, and VZ
Authorization Accounting Activity	5	"000140" for fund code CZ "000288" for fund code DZ "000250" for fund code GZ "000367" for fund codes KZ and UZ not applicable for fund codes JZ, RZ, and VZ
Transaction Type	2	"7J" (not applicable for fund codes JZ, RZ, and VZ)
Property Accounting Activity	6	Enter the UIC of the SUADPS-RT activity which is cited on the requisition (or for USID T the UIC of the supported submarine)

For example: 97X4930.NC1A/000/28001/0/000367/7J/R21297/BLNK/0051822392KZ

9103 NONCHARGEABLE TRANSACTIONS

1. APPROPRIATION PURCHASES ACCOUNT (APA) MATERIAL. APA material is procured for stock and DTO using APA fund code Y6. Activities will not reduce the OPTAR balance for requests of APA material. Issues of APA material to non-Navy activities will be processed as cash sales.
2. OPEN ALLOTMENT MATERIAL AND SERVICES. This category consists of orders placed for material and services that are controlled by the Fleet Commander and funded at a higher command level. Examples of this are utilities and ship's fuel. The costs of these materials and services are not chargeable to ship's OPTAR.
3. NAVSEA FUNDED COSAL MAINTENANCE. NAVSEA-funded Coordinated Shipboard Allowance List (COSAL) initial outfitting or allowance increase requisitions including those originated during an Integrated Logistics Overhaul (ILO) will not reduce the OPTAR's balance. These items are chargeable to the NAVSEA OPN Outfitting Account and will be requisitioned in accordance with pars. 3366-3369.
4. NAVICP PHIL FUNDED AVCAL MATERIAL. NAVICP PHIL funded Aviation Consolidated Allowance List (AVCAL) initial outfitting or allowance increase requisitions will not reduce the OPTAR's balance. These AVDLRs are chargeable to the Aircraft Procurement, Navy (AP,N) appropriation and will be requisitioned in accordance with par. 3371.
5. INITIAL OUTFITTING MATERIAL DEFICIENCIES. Initial outfitting material deficiencies for new construction ships are not chargeable to the ship's OPTAR. This material is charged to Ship Conversion Navy (SCN) funds held by FISC Puget Sound, Bremerton, WA.
6. MILITARY PERSONNEL COSTS. Military personnel costs are not chargeable to the OPTAR.

9104 NWCF TRANSACTIONS

1. GENERAL. For NWCF activities, Other Supply Officer (OSO) transfers and stock requisitions are chargeable to the NWCF and will therefore cite NWCF accounting data and fund codes. Upon receipt, material ordered for stock is added to the Basic Material File and to NWCF financial records of SUADPS-RT. The material is held in the NWCF until it is issued to an end-user and charged to appropriate end-use funds or until it is expended from records in some other manner (i.e., OSO transfer, survey, inventory adjustment). The NWCF is reimbursed when material is issued to end-use by charging the customer's funds and crediting the NWCF fund. DTO requisitions (as of 1 Oct 97) are chargeable to the OPTAR and will cite end-use accounting data and fund codes.

9105 RECORDS AND FILES

1. GENERAL. The following files and records are required to provide for the proper control of documents and to provide a historical record of financial processing and reports for reference purposes.

a. Requisition/OPTAR Log. For non-automated activities, the Requisition/OPTAR Log (NAVCOMPT Form 2155) is used to record OPTAR grants and the value of transactions incurred as chargeable to the Type Commanders operating budget. A separate log will be established for each OPTAR received. The Requisition/OPTAR Log parallels and provides a check on the official accounting records maintained at DFAS. This Log is automatically maintained within SUADPS-RT, SFM and Micro-SFM.

b. Challenged SFOEDL Record File. This locally developed log or record will be used to record and monitor transactions appearing on a Summary Filled Order/Expenditure Difference Listing (SFOEDL) and determined to be invalid. Each invalid SFOEDL document will be recorded in a document number sequence file, at the time it is challenged. In addition, all challenged carcass charges will be recorded and kept in this file. As credits are received on subsequent listings, the file will be updated. The uncredited transactions will be monitored until credit is received.

c. Cumulative Record Of SFOEDLs. This locally developed form will be used based on Type Commander guidance to record the fiscal-year-to-date value of differences received on SFOEDLs for each OPTAR account by Fund code within Fiscal Year.

d. Department/Division Document Number Record. These records are maintained by work center personnel to record and monitor material requirements submitted to the supply department. The format and reconciliation procedures will be determined by the Supply Officer and by Type Commander instructions.

e. NWCF Challenge File. This file will contain one copy of each Standard Form 364, NAVCOMPT 168, or other correspondence submitted to request corrective action for unmatched expenditures or receipts appearing on feedback listings received from DFAS. This file will be divided into separate parts for outstanding and completed challenges.

f. Holding File For Listings To Be Returned. This file will contain each listing that is to be returned to DFAS with the monthly OPTAR Document Transmittal Report or with SAC 207 returns.

g. Output Files. This file will consist of financial reports and listings produced by Automated Supply programs.

9106 FISCAL YEAR CLOSEOUT PROCEDURES

1. GENERAL. Approximately 45 days prior to the end of the fiscal year, the following actions will be taken to ensure that OPTAR funds are obligated only for required materials and services.

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- a. All outstanding DTO requisitions will be reviewed with applicable work centers and supported units. Cancellation action will be initiated on all outstanding requisitions for which material or services are no longer required.
- b. Any remaining obligation values for continuing service requisitions will be reviewed. Obligation adjustment transactions will be processed as necessary to provide sufficient funds for expected billings. Funds that are considered in excess of expected charges will be deobligated.
- c. Requisitions requiring purchase action will be submitted in accordance with deadlines established by local FISCs and other procurement agencies.
- d. For NWCF activities, unmatched listings will be reviewed, and unobligated DTO expenditures and unmatched DTO receipts for the current fiscal year will be verified. Funds for unmatched expenditures will be obligated as necessary and obligations for any erroneous receipts discovered will be reversed and the requisitions canceled.
- e. For NWCF activities, all steps must be taken to clear any suspended OPTAR related transactions or interface transactions from the maintenance systems which have an OPTAR impact.
- f. All SFOEDLs received will be reviewed and recorded. The user will ensure that follow-up action has been taken on any pending challenged differences or other charges.
- g. Reports will be submitted in accordance with appropriate Type Commander instructions.
- h. System control and validation files will be updated in accordance with instructions from SPAWARSYSCEN and the Type Commander.
- i. Type commanders will be notified as early as possible of excess OPTAR funds that may be available for distribution to other activities.

9107 CHANGE OF FLEET OR SERVICE CODE PROCEDURES

1. GENERAL. Guidance for change of fleet or service code can be found in the NAVCOMPT Manual, Volume II, Chapter 5, Part A, par. 025004. A message should be sent via the chain of command to the Director, Defense Finance and Accounting Center - Cleveland, Code AAB, 1240 East Ninth St., Cleveland, OH, 44199-2055. Appropriation data including service code, appropriation and subhead, operating budget, bureau control number, and authorization accounting activity must be added to SUADPS-RT/SFM when a ship changes fleet or service code designator. When necessary, such changes should be performed by the Financial Work Center Supervisor.

9108 DECOMMISSIONING OR INACTIVATION PROCEDURES

1. GENERAL. Guidance for deletion or inactivation of the Unit Identification Code (UIC) can be found in the NAVCOMPT Manual, Volume II, paragraph 025004. Additionally, the UIC of the activity which will perform the residual accounting for each applicable function shown in the NAVCOMPT Manual, paragraph 025004-1a must be identified. If the DOD activity address code requires cancellation, the cancellation must be submitted to DFAS. If all material has been offloaded to the supply system and there are unmatched items remaining, the instructions of the NAVCOMPT Manual, Volume VIII, paragraphs 085134-2, 085142-5, and 085144 should be followed. For NWCF activities, financial inventory returns will be submitted by the residual accounting activity until all unmatched items have been reconciled.

Part C: FINANCIAL REPORTS**Section I: OPTAR REPORTS****9200 INTRODUCTION**

1. GENERAL. OPTAR Reports are submitted by activities to report the status of each OPTAR and related information to DFAS and the TYCOM. They are also used to submit unfilled orders, cancellation documents, and processed listings to DFAS. Aviation activities use OPTAR Reports for the submission of the Fuel Consumption Report to the TYCOM. OPTAR reports consist of the OPTAR Document Transmittal (TL) Report (NAVCOMPT Form 2156) and the Budget OPTAR Report (BOR) (NAVCOMPT Form 2157). SUADPS-RT and SFM have been programmed to produce each of the reports in simulated NAVCOMPT form which may be submitted to DFAS. The transfer of data from computer-produced reports to actual NAVCOMPT forms is not required.

9201 OPTAR DOCUMENT TRANSMITTAL REPORTS (TLS)

1. GENERAL. The OPTAR Document Transmittal Report (NAVCOMPT Form 2156) is used to submit unfilled orders (obligations) and cancellations to DFAS. Frequency of TL submission will be in accordance with Type Commander directives. TLs will be submitted for each OPTAR held by the activity for which a transaction was processed during the reporting period. Negative reports will not be submitted to DFAS.

2. NAVCOMPT FORM 2156 FORMAT. The format of the NAVCOMPT Form 2156 is as follows:

<u>Caption</u>	<u>Explanation</u>
Unit Identification Code	UIC of the reporting activity.
From	"Commanding Officer" and the name of the reporting activity.
To	"Commanding Officer" and appropriate DFAS OPLOC.

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<u>Caption</u>	<u>Explanation</u>
Block A, Transmittal Number	Transmittals will be consecutively numbered for each OPTAR with a three-digit transmittal number, a slash (/), and the last digit of the fiscal year.
Block B, Julian Date	Enter, by julian date, the period covered by the report. The "From" date will always be the day after the "To" date that was used on the previous transmittal.
Caption 1, Obligation (Chargeable) Documents	This consists of the total number of obligation documents and their total money value.
Caption 2, Confirmed Cancellations	This consists of the total number of cancellation documents and their total money value.
Total Net Value of (1 minus 2)	This figure consists of total obligations (Chargeable) (Line 1) minus confirmed cancellations (Line 2).
Caption 3, Returned (DFAS Action Only) Documents	Leave blank. This caption is no longer required.
Remarks	Leave blank. This caption is no longer required.
Reporting Supply Officer	This report must be signed and dated by the ship's supply officer.

3. REVIEW AND ACTION. The financial supervisor must verify that the Unfilled Order Summary is for the appropriate OPTAR, since the activity may be responsible for reporting several different OPTARs. In addition, the TL number and amount should agree with those on the Budget OPTAR Report (NAVCOMPT Form 2157).

9202 BUDGET OPTAR REPORT

1. GENERAL. The Budget OPTAR Report (BOR) is submitted monthly for the current fiscal year and for the first six months following the close of the fiscal year. Thereafter, BORs are to be submitted for the remaining 18 months of the shipboard accounting cycle only when there has been a change to the obligation value (block 22 of the BOR). A separate report is generated for each fiscal year (i.e., current, first prior, and second prior). The BOR will be submitted by message to DFAS and to the Type Commander no later than the first working day of the month following the month being reported.

2. FINAL BUDGET OPTAR REPORTS. A final BOR may be submitted by the activity for its OPTARs (and supported unit OPTARs) if the latest SFOEDL shows no unmatched expenditures, the latest UOL shows no unfilled orders, and the activities Requisition File shows no outstanding chargeable requisitions applicable to that OPTAR. When a final BOR is submitted, the statement's "Last SFOEDL and UOL show this OPTAR has no unfilled orders and no unmatched expenditures" and "This is a final BOR" should be included on the report.

3. **FORMAT.** All BORs will be submitted by Naval Message. Current and prior fiscal year BORs and related information may be included in one message, but each OPTAR will be reported in a separate paragraph of the message. The following chart shows the format of the BOR message (see sample on page 9-22).

<u>Line</u>	<u>Description</u>	<u>Explanation</u>
1.	Identifying Data	Report month/service code and UIC/expense limitation number (subhead)/ operating budget number/fiscal year. For example: JAN/V24247/60BB/57012/FY97
A.	Obligation Data (21)	Fund Code
A.	Obligation Data (22)	Chargeable Obligations Fiscal Year to Date. The net totals by fund code (and by type equipment code for AOM and FLTOPS) of expenditures and obligations from the beginning of the chargeable fiscal year OPTAR to the date of the report.
A.	Obligation Data (23)	Cumulative Differences. The cumulative net totals by fund code (and by type equipment code for AOM and FLTOPS) obtained from the processing of the Summary Filled Order and Expenditure Difference Listing (SFOEDL).
A.	Obligation Data (24)	Cumulative Gross Adjusted Obligations. The total, by fund code (and by type equipment code for AOM and FLTOPS) of column 22 plus or minus column 23.
A.	Obligation Data (25)	Type Equipment Code. For AOM and FLTOPS BORs only, reflects the type of equipment supported.
A.	Obligation Data (26)	Number of Aircraft. For FLTOPS BORs only. Fund code 7B shows the number of aircraft flown for the period. Fund Code 7F provides a fuel recap and shows the amount of fuel (JP4) consumed (in gallons) for the month. Data under this heading is provided by the maintenance officer.
A.	Obligation Data (27)	Hours for Period. For FLTOPS BORs only. Fund Code 7B shows the number of hours flown for the period. Fund Code 9J provides a fuel recap and shows the amount of fuel (JP5) consumed (in gallons) for the month. Data under this heading is provided by the maintenance officer.
A.	Obligation Data (28)	Hours FY to Date. For FLTOPS BORs only. This shows cumulative hours flown fiscal year to date. Monthly data is provided by the maintenance officer. Cumulative data must be entered by financial personnel. Fund code 7F provides a fuel recap for JP8 consumed for the month.

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<u>Line</u>	<u>Description</u>	<u>Explanation</u>
B.	Transmittal Data	Transmittal Number. TLs will be consecutively numbered for each OPTAR.
B.	Transmittal Data	Transmittal Amount. The net value of the TL.
C.	Grants FYTD	The total of OPTAR grants received to date from the TYCOM.
D, E, F, etc	Various Data as required	JC Credits FYTD (Aviation activities only). Total of credit received for transfers of end-use DLR material to nonsupported end-use activities. OPTAR Grant FYTD and JC Credits FYTD (Aviation activities only). The total of OPTAR Grant FYTD plus or minus JC Credits FYTD. Balance Available. Funds available for obligations as of the reporting period. FYTD Value of TL's Transmitted. The total value of the transmittals submitted for the fiscal year. Last SFOEDL Received. The month and year of the latest SFOEDL received, whether processed or not. Last SFOEDL Processed. The month and year of the latest SFOEDL processed. Last UOL Received. The month and year of the latest Unfilled Order Listing received whether processed or not. Last UOL Processed. The month and year of the latest Unfilled Order Listing processed. Any additional information as required by the Type Commander.

5. REVIEW AND ACTION. Supply and financial personnel will complete the following audits for each BOR prior to submission.

a. OPTAR identification data and fund codes will be reviewed and verified as correct for the OPTAR being reported (OFC and FY).

b. Each entry under Chargeable Obligations FY to Date will be reviewed for excessive values. Credit entries in this field are invalid and should be investigated.

c. The value of the Cumulative Differences must equal the total value of all SFOEDLs received and processed for this OPTAR.

d. The value of Cumulative Gross Adjusted Obligations must equal the total of chargeable obligations FY to date plus cumulative differences.

e. The TL Number must be one greater than the last report submitted to DFAS and must agree with the current month's OPTAR Document Transmittal Report.

- f. The TL Amount must equal the current month's OPTAR Document Transmittal Report.
- g. The value of the OPTAR Grant FYTD must equal the total of OPTAR grants provided by the Type Commander for the OPTAR being reported.
- h. The FYTD Value of TL's Transmitted must equal the previous month's value plus the value of the current month's OPTAR Document Transmittal Report.
- i. The Last Difference Listing Processed must equal the report month of last SFOEDL processed and recorded.
- j. Type Equipment Codes must be reviewed and verified as correct for aircraft assigned (AOM and FLTOPS OPTARs only).

SAMPLE MESSAGE BUDGET OPTAR REPORT (BOR)

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P 011350Z JAN 98
FM USS BARNEY
TO DFAS OPLOC NORFOLK VA
INFO COMNAVSURFLANT NORFOLK VA
UNCLAS //N07300//
MSGID/GENADMIN/USS BARNEY//
SUBJ/BUDGET OPTAR REPORT//
RMKS/1. JAN/V04672/60BS/53825/FY98
A. OBLIGATION DATA
(21)                (22)                (23)                (24)
SB                113,006.00                .00                113,006.00
SC                27,140.63                .00                27,140.63
SE                34,722.86                .00                34,722.86
SR                131,782.73                .00                131,782.73
SS                625.00                .00                625.00
SU                33,343.64                .00                33,343.64
S2                25,667.07                .00                25,667.07
S7                6,091.54                .00                6,091.54
S9                189.16                .00                189.16
TOTALS          373,368.63                .00                373,368.63
B. TRANSMITTAL DATA
TL NO.            005/8                006/8
AMT              8,580.23                20,870.64
C. GRANTS FYTD: 549,000.00
D. LAST SFOEDL RECEIVED: DEC 97
E. LAST SFOEDL PROCESSED: DEC 97
F. LAST UOL RECEIVED: DEC 97
G. LAST UOL PROCESSED: DEC 97
H. (additional information as required by the Type Commander)//
BT
    
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Section II: AUTOMATED ACCOUNTING AND REPORTING SYSTEMS**9210 STANDARD ACCOUNTING AND REPORTING SYSTEM (STARS)**

1. GENERAL. STARS is an automated accounting system which is used within the Navy for General Funds and OPTAR accounting for operating forces afloat and ashore. STARS replaces the Fleet Resource Accounting Module (FRAM) which was used by DFAS to conduct afloat accounting ashore. Under STARS, detailed obligations and expenditures are submitted for all OPTAR transactions regardless of platform type. Detailed transactions are forwarded to the Defense Mega Center (DMC) through the financial transmittal (TL) process. Summary reporting by fund code is not authorized.

9211 MATERIAL FINANCIAL CONTROL SYSTEM (MFCS)

1. GENERAL. MFCS is the Navy's standard general ledger accounting system for wholesale inventories. MFCS has been modified to perform stores accounting for retail NWCF material located afloat. For MFCS capable activities, detailed obligations are submitted to STARS on the Financial Transmittal (TL) report. Detailed expenditures for material issued from onboard stock are provided by the NAVICP under the Centralized Accounting and Billing (CAB) concept. SAC 207 activities operating under MFCS are not required to submit the Financial Inventory Returns.

Part D: UNMATCHED LISTINGS**9300 INTRODUCTION**

1. GENERAL. DFAS, as the authorization accounting activity, performs official accounting for OPTAR holders. Part of this accounting process involves matching obligation documents with corresponding expenditure documents received from supply activities, from the SAC 207 activity, and from MFCS. The reconciliation of these transactions creates the Summary Filled Order/Expenditure Difference Listing (SFOEDL), and the Unfilled Order Listing (UOL) (formerly AUOL) which affect the OPTAR holder's funds. These listings are forwarded to the OPTAR holder for reviewing, processing, and to provide feedback to DFAS. This feedback allows DFAS to verify or correct official accounting records for invalid charges identified by the OPTAR holder.

9301 SUMMARY FILLED ORDER EXPENDITURE DIFFERENCE LISTING (SFOEDL)

1. GENERAL. The SFOEDL is produced as a result of the reconciliation process conducted by DFAS. It consists of OPTAR related expenditures for which no matching obligation has been reported to DFAS, expenditures with a money value different than the reported obligation, corrections to previously rejected transaction, and carcass charges. SFOEDLs are produced monthly from the first through the twenty-fourth month and then quarterly thereafter to the end of the thirty-six month accounting cycle

2. **FORMAT.** Each SFOEDL received will contain the results of the monthly reconciliations performed at DFAS. The transactions will be printed in document number sequence for each OPTAR. Information printed in the heading will consist of the title, report ID, month and year of the report period, and the date the report was processed. The heading will also show the fiscal year, appropriation, expense limitation (subhead), operating budget, OB suffix, UIC of the OPTAR holder, and the Reimbursable Control Code (when applicable). The format of the SFOEDL is as follows:

<u>Caption</u>	<u>Explanation</u>
DOCUMENT NUMBER	The full original requisition number will be shown. For travel transactions and other transactions citing a Navy Standard Document Number, the full 15 character number will be shown. For reimbursable OPTARs the first two positions of the serial number will be the reimbursable control code.
ACRN	Accounting Classification Reference Number. For all obligations, an ACRN of AA is assigned unless a requisition number has a suffix code in the 15th position. When there is a suffix code it will be reflected in the second position of the ACRN. For carcass charges the ACRN will be ZZ.
JOB ORDER FC	The five position job order serial number. The first two positions are the fund code.
TEC	Type equipment code, if applicable.
TL NO/ ISS ACT	For obligations this is the first transmittal number which established or updated the document. For aviation MVOs, a generated MVO change through the BOR process will assign a TL number of AVF. For expenditures this will be the UIC (stock points), RIC (DLA), or the registering Navy activity code and accounting register number (public vouchers). When adjustments are processed, the adjustment code will be shown in front of the TL number.
ID	Issue date, this will be the voucher date (MMY).
BILL/VO NO	This will be the bill number for DLA expenditures or the voucher number for public vouchers.
COG	Cognizance symbol. For TAD, overhaul, restricted availability and technical availability expenditures this will be the transaction type code.
STOCK NUMBER	The National Stock Number or part number. For TAD the name of the traveler will be shown.
DOC ID	OBL for obligation, EXP for expenditure, or ETR for the TR portion of travel.
UI	Unit of issue.
QTY	Quantity.
AMT	For obligations this will be the outstanding amount. For expenditures this will be the amount expended.

Financial Management

9301

<u>Caption</u>	<u>Explanation</u>
REMARKS	<p>The Remarks column describes the results of the reconciliation process for each transaction. The remarks used here are as follows:</p> <p>AD CANC - The adjusted value of an obligation when the value of a cancellation exceeds the value of the original obligation.</p> <p>APADE CHG - Assigned when a record comes in from APADE and matches an obligation.</p> <p>CARCASS - An expenditure for a carcass which has not been turned in within the prescribed time frame.</p> <p>COST TRANSFER - Charges have been moved from one job order to another as an expenditure.</p> <p>DIFFERENCE - An adjustment to the value of the obligation. Normally this occurs when there is a difference in money value between the obligation and the expenditure.</p> <p>LABOR EXP - Assigned for all expended labor records not matching to an obligation.</p> <p>MATCHED EXP - An expenditure record matches an obligation.</p> <p>PT ORD EST - Establishment of a partial order when the obligation and expenditure match except that the expended quantity is less than the unfilled quantity.</p> <p>TL MATCH APADE - An incoming TL obligation matches an APADE obligation.</p> <p>UNMATCH EXP - An expenditure which did not match with an obligation.</p>
TOTALS	Difference totals are provided by fund code for the current period. A separate section contains cumulative totals by fund codes.

3. REVIEW AND ACTION. OPTAR holders will accept and post to the Requisition/OPTAR Log all differences shown on the SFOEDL. After posting the differences, each transaction on the listing will be reviewed and those considered invalid will be annotated with the appropriate challenge code (see Appendix 9). Carcass transactions which are invalid will be resolved with the NAVICP in accordance with the procedures described in pars. 8330-8335. Challenged transactions which DFAS determines to be invalid will be reversed with a correction transaction on a future SFOEDL. The processing, review and validation will be completed with 10 days following receipt of the SFOEDL. The following factors will be considered when reviewing SFOEDL transactions:

- a. Charges will not be considered as over or under stated unless the material has been received. Non-receipt of material will be subject to normal follow-up procedures and is not a valid reason for rejection.
- b. Receipt of substitute and duplicate shipments are valid charges.

- c. Supply activities bill at the latest price change information. These prices may vary significantly from NWCF unit prices. Packing, transportation, postage, and discounts will also result in price variations. Unit prices and additional cost data on receipt documents will be checked prior to annotating the related matched expenditures. GSA expenditures coded FN_ represent a surcharge for overseas packaging and will not be rejected.
- d. Any advance adjustments that may have been taken.
- e. Whether cancellation action was valid and/or at a value in excess of the original unfilled order.
- f. Whether the transaction document number contains erroneous/transposed data.

9302 UNFILLED ORDER LISTING (UOL)

1. GENERAL. The Unfilled Order List (UOL) (formerly AUOL) is sent by DFAS to OPTAR holders for whom they perform OPTAR accounting. The UOL lists unfilled orders (obligations) held in the DFAS files which have not matched with related expenditure documents and have not been canceled. It is produced and distributed monthly.

2. FORMAT. Information printed in the heading will consist of the title, report ID, month and year of the report period, and date the report was produced. The heading will also show the fiscal year, appropriation, expense limitation (subhead), operating budget, OB suffix, UIC of the OPTAR holder, OPTAR Functional Category (OFC), and the Reimbursable Control Code (RCC). The format of the UOL is as follows:

<u>Caption</u>	<u>Explanation</u>
DOCUMENT NUMBER	The full original requisition number will be shown. For travel transactions and other transactions citing a Navy Standard Document Number, the full 15 character number will be shown. For reimbursable OPTARs the first two positions of the serial number will be the reimbursable control code.
JOB ORDER FC	The five position job order serial number. The first two positions are the fund code.
TL NO	The latest transmittal number which established or updated this document.
TEC	Type equipment code, if applicable.
EDR	For travel orders, the estimated date of return (month, day and last 2 digits of year).
COG	Cognizance symbol.
UI	Unit of issue.
STOCK NUMBER	The National Stock Number or part number. For TAD the name of the traveler will be shown.
POE/SUM DATE	The month and last digit of the year the unfilled order had either a partial order established (POE) or had an adjustment/partial cancellation (SUM).

Financial Management**9302**

<u>Caption</u>	<u>Explanation</u>
QTY	Quantity.
AMOUNT	The original estimated cost or amount remaining after partial cancellation or partial matching in the reconciliation process.

3. REVIEW AND ACTION. If the material or service has been received by the requisitioner, this indicates that either DFAS has not yet received the expenditure document, a number has been transposed prohibiting a match and has been charged to the OPTAR on the SFOEDL, or the issue activity has failed to forward an expenditure document. The UOL must be reviewed and processed within 20 days following receipt. Each transaction on the UOL must be reviewed to determine whether the material or service has been received. Items on the UOL for which material or services have not been received will be reviewed for normal follow-up action with the supply activity. When material or services have been received the transaction will be processed in accordance with Type Commander directives and the following:

a. Less Than 60 Days. If the material or services have been received less than 60 days prior to the "Processed" date of the listing, no further action will be taken.

b. More Than 60 Days - Below Threshold. The threshold dollar value will be set by the individual Type Commanders. Material or services which have been received more than 60 days prior to the "Processed" date of the listing, and which are below the threshold amount, will be processed in accordance with Type Commander directives.

c. More Than 60 Days - Above Threshold. If the material or services have been received (with no partials outstanding) more than 60 days prior to the "Processed" date of the listing, and are above the threshold amount, the following action will be taken:

(1) Material. If all the material has been received the obligation may be administratively canceled. An administrative cancellation transaction will be processed in the amount of and identical to the listed obligation. The administrative cancellation is transmitted only between the OPTAR holder and DFAS. The original UOL will be annotated, opposite the applicable line item, with the term "AD CANC" and date of receipt of material.

(2) Services. The OPTAR holder will investigate and follow up with the billing activity, if appropriate. The obligation will not be canceled, unless when processing a monthly Summary Filled Order/Expenditure Difference Listing a remarks annotation Code "I" is found to be applicable.

Part E: SFM PROCEDURES**9400 TRANSACTION LEDGER (REPORT 095)**

1. GENERAL. The Transaction Ledger (Report 095, see sample Appendix 25) provides a record of all transactions since the last live report against shipboard stock items and provides a snapshot of the fund code obligations made during the transaction period. A live ledger should be run on the 15th and last day of each month, to coincide with the generation of financial transmittals. A live ledger should also be run before and after any ASI tape update to create a consolidated listing of all SRF updates. A trial Transaction Ledger can be run as often as desired. The last page of the transaction Ledger provides a summary, by Fund Code, of the financial impact on budget OPTAR.

9401 FINANCIAL REPORTS

1. GENERAL. The financial reports described in Part C of this Appendix will be prepared automatically through the SFM subsystem. The following must be accomplished prior to running the live Financial Reports:

- a. Process and output all requirements and obligations.
- b. Process all cancellations documents.
- c. Process all Servmart requisitions for completed shopping.
- d. Process all advance price adjustments.
- e. Process any Unfilled Order Listings (UOL).
- f. Process any Summary Filled Order/Expenditure Difference Listings (SFOEDL)
- g. Run trial reports and verify all transactions match.

9402 OPTAR DOCUMENT TRANSMITTAL REPORT (REPORT 025) AND OBLIGATION LISTING (REPORT 026)

1. GENERAL. The OPTAR Document Transmittal Report (TL) will be prepared in accordance with par. 9201. The report may be produced as either a trial or live document. The OPTAR Document Transmittal Report (Report 025) will be submitted to DFAS. The Obligation Listing (Report 026) provides detailed information for the money values shown in Report 025. See Appendix 25 for sample reports.

9403 BUDGET OPTAR REPORT (REPORTS 021 AND 049)

1. GENERAL. The Budget OPTAR Report (BOR) will be prepared and submitted in accordance with par 9202. SFM is programmed to automatically produce a trial BOR every time a trial transmittal is produced. The trial BOR is used to evaluate the financial status of the ship and to ensure the accuracy of financial data prior to producing the live report for submission to DFAS. SFM provides the option of producing either a mechanized BOR (Report 021) or a message BOR (Report 049). See Appendix 25 for sample reports.

9404 SUMMARY OF MATERIAL RECEIPTS/EXPENDITURES (REPORT 043)

1. GENERAL. The Summary of Material Receipts/Expenditures (Report 043) is produced automatically with the BOR any time transfers have been processed since the last live BOR was produced. Transfers to another ship of the same TYCOM result in an "B" summary, while transfers to a ship of a different TYCOM result in an "A" summary being produced. When produced, Report 043 will be submitted to DFAS as part of the end of the month financial reports. See Appendix 25 for a sample report.

9405 DEPARTMENTAL BUDGET STATUS REPORT (REPORT 085)

1. GENERAL. The Departmental Budget Status Report (Report 085) is maintained on-line and is updated on a real time basis as entries are made affecting financial status. These include augmentation or allocation changes; posting of issues, requisitions, RFI turn-ins or cancellations; or approval of requirements. The report is printed in two sections, one for each budget maintained. See Appendix 25 for a sample report.

9406 END OF YEAR BUDGET STATUS REPORT (REPORT 086)

1. GENERAL. The End of Year Budget Status Report (Report 086) is produced at the end of each fiscal year as part of the year end close out procedures. Report 086 provides the status of the ships OPTAR accumulated obligations and adjustments for budget records being deleted from the file. Production of this report is initiated by a message from the Type Commander or SPAWARSCEN. See Appendix 25 for a sample report.

9407 SUMMARY FILLED ORDER EXPENDITURE DIFFERENCE LISTING (SFOEDL)

1. GENERAL. The SFOEDL will be processed in accordance with par. 9301. When SFOEDL processing is completed, a second trial BOR should be run to compare the SFOEDL difference values against the first trial BOR. SFM provides two options for entering SFOEDL data into the ship's financial records:

a. Entry of each individual SFOEDL transaction, directing the credit or debit to the departmental budget. This allows the OPTAR holder to challenge "over threshold" documents individually through "SFOEDL Summary Differences".

b. Entry of a single transaction for each fund code contained on the SFOEDL. Through this option, debits and credits are processed into the stock fund difference column controlled by the Supply Officer. For example, east coast ships with fund codes "SR", "SB", and "S3" adjustments are applied to the maintenance budget stock fund and all other fund code adjustments are applied to the consumable (other) budget stock fund.

Part F: SUADPS-RT PROCEDURES

Section I: ACCOUNTING PROCEDURES

9500 TRANSACTION PROCESSING

1. GENERAL. Transactions affecting the financial records (files) of the SUADPS-RT activity may be input to the system on-line via the terminal, in batch mode (from data generated locally or provided by external sources), or through internal processing as a result of data originated in other SNAP systems, such as NALCOMIS. The interface and processing between SNAP systems is explained in Appendix 21 of the SUADPS-RT Support Procedures. Transactions entered through any of the subsystem functions will result in a transaction record being added to the Financial Holding File for later batch updating of financial records.

9501 OPTAR GRANTS AND WITHDRAWALS (DI X50)

1. GENERAL. When notified by the Type Commander of OPTAR grants or withdrawal amounts, applicable OPTAR financial files will be updated using the OPTAR Grant/Withdrawal Function. Instructions for recording grants and withdrawals are provided in the SUADPS-RT Support Procedures, Volume III, Chapter 3.

2. BUDGET LEVELS. OPTAR grants and withdrawals are posted by SUADPS-RT to the appropriate OPTAR file and also to the Division Department Budget File (DDB). AOM and S&E (own ship) funds may be allocated to the departmental or divisional work center level by the activity. Supported unit and flight operations funds are budgeted at the UIC level and are recorded as a separate department in budget reports. Reimbursable OPTARs are treated as a separate department and may not be sub-allocated below the department level.

3. COMMANDING OFFICER'S CONTINGENCY FUNDS. When a Commanding Officer's contingency fund is being used locally, it is established as a separate department. The entire value of the OPTAR grant can be placed in the contingency fund and later reallocated to other departments or divisions. Conversely, portions of the grant can be immediately allocated to departments or divisions with the unallocated portion being placed in the contingency fund.

9502 OPTAR ADJUSTMENT (DI X76)

1. PURPOSE. The OPTAR Adjustment Function is used to record OPTAR differences (charges and credits) from the Summary Filled Order/Expenditure Difference Listing (SFOEDL) received from DFAS. Instructions for using the OPTAR Adjustment Function are provided in the SUADPS-RT Support Procedures, Volume III, Chapter 2.

2. REPORTS AND FILES UPDATED. When OPTAR adjustments are processed in SUADPS-RT, the Financial Transaction Ledger and Financial Holding File will be updated. When financial processing is completed, OPTAR adjustment records (DI X76) will be posted to applicable OPTAR summary and detail files (current, first prior, etc.). Adjustments to current fiscal year OPTARs will also be posted to the Division Department Budget File.

9503 OBLIGATION ADJUSTMENT (DI X78)

1. **PURPOSE.** Adjustments to the obligated money value of outstanding DTO open purchase requisitions are accomplished with the Obligation Adjustment (DI X78) Function. Instructions for accomplishing the obligation adjustment are provided in the SUADPS-RT Support Procedures, Volume III, Chapter 4.

2. **FILES UPDATED.** The Obligation Adjustment Function updates the Basic Requisition File, the Financial Transaction Ledger File, and the Financial Holding File when the adjustment is processed. Updating of applicable OPTAR summary and detail files and the Division Departmental Budget File for current year obligations will be accomplished when batch financial processing is completed.

9504 OSO TRANSFER ADJUSTMENT (DI X39)

1. **PURPOSE.** The OSO Transfer Adjustment Function will be used to record accounting adjustments required as a result of differences existing between material invoiced and reported in the OSO Transfer Report by the SUADPS-RT activity and the material actually received by another NWCF activity. Normally adjustments will be processed as a result of receiving a NAVCOMPT Form 168 from another activity, but may also become necessary as a result of internal auditing programs. Use of this function will produce an OSO debit or credit, as appropriate, and an offsetting inventory or survey adjustment which is included for gross inventory adjustments (GIA). The Basic Material File will not be adjusted, and the net effect on the Financial Inventory File will always be zero. Instructions for use of the function are provided in the SUADPS-RT Support Procedures, Volume III, Chapter 4.

2. **FILES UPDATE.** The following Financial Transaction Ledger (FTL) and the Financial Holding File (FHF) are updated as a result of processing an OSO transfer adjustment. Additionally, during batch financial processing, the P4 FIR Code will be increased or decreased and an offsetting inventory or survey adjustment will be processed in the Financial Inventory File.

9505 UNMATCHED STOCK FUND TRANSACTION ADJUSTMENT (DI X77)

1. **PURPOSE.** The Unmatched Stock Fund Transaction Adjustment Function is used to process money value adjustments for unmatched or partially matched receipts, abstracts, and summaries. These adjustments appear on SAC 207 feedback listings received from DFAS. Adjustments can only be processed with this function when there are no matching document numbers on the Basic Requisition File. Each debit or credit receipt adjustment will always be offset on the NWCF (51000) FIR by a credit or debit transaction of equal value, determined by the expenditure indicator assigned by the user. Instructions are provided in the SUADPS-RT Support Procedures, Volume III, Chapter 4. Transactions processed will not affect the BMF, and the net effect on the Financial Inventory File (FIR Report) will always be zero. Access to this function should be limited to experienced supply personnel with a complete understanding of the processing. Serious financial errors can occur when this function is used improperly.

2. FILES UPDATED. The Basic Requisition File (BRF), Financial Holding File (FHF), and Requisition Transaction Ledger (RTL) will be updated during on-line processing of an X77. The Financial Inventory File (FIF), Surface OPTAR Detail file (SOF)/Aviation OPTAR Detail File (AOF) (Expenditure Indicator 4 only), and OPTAR Summary File (OSF) (Expenditure Indicator 4 only) will be updated during batch financial reports processing.

9506 ADJUST FINANCIAL FILE DATA (DI X52)

1. PURPOSE. This function provides the capability to make changes directly to financial data files. SPAWARSYSCEN must authorize and provide data and is the preferred performer of the DI X52, but may allow the ship to post the DI X52 if SPAWARSYSCEN representatives are not available. Access to the function should be limited to the SUADPS-RT FAS and financial supervisors and managers.

2. FREQUENCY. Whenever a SUADPS-RT problem is detected which affects financial records and reports, SPAWARSYSCEN should be notified immediately. If SPAWARSYSCEN cannot provide on-site assistance, financial adjustment data may be provided by message. If this occurs, the data provided by SPAWARSYSCEN will be entered via the Adjust Financial File Data Function in accordance with instructions provided by SPAWARSYSCEN and the SUADPS-RT Support Procedures, Volume III, Chapter 3.

9507 FINANCIAL AND STATISTICAL FILES

1. GENERAL. Financial files are used to record and accumulate data in order to monitor and report the status of the various financial accounts maintained by SAC 207 activities. Statistical files record statistical data to produce management reports for internal use or for submission to higher authority. Statistical files are updated only during batch financial processing. Each file is described in the following paragraphs.

2. AVAILABILITY COST REPORT FILE (ACR) (USID T ACTIVITIES). This file is used to record obligations and expenditures of Repair of Other Vessels (ROV) OPTAR funds to the benefiting UIC. Data is accumulated by UIC and refit code and is used to prepare the Monthly Availability Cost Report.

3. AVIATION OPTAR DETAIL FILE (AOD) (USID C&M ACTIVITIES). The Aviation OPTAR Detail File is used in conjunction with the Budget OPTAR Summary File to produce aviation fleet maintenance (OFC 50) and flight operations (OFC 01) OPTAR reports. Data from the AOD file is accumulated by UIC, fiscal year, fund code, and type equipment code.

4. BUDGET OPTAR SUMMARY FILE (BOS). The Budget OPTAR Summary File is used to prepare OPTAR reports for the SAC 207 activity and its supported units. Data from this file, along with obligation and expenditure data from the Aviation or Surface OPTAR Detail File, is used to produce the appropriate reports for individual activities.

5. DIVISION DEPARTMENT BUDGET FILE (DDB). This file is used to record and monitor the activity's internal budget and to prepare division, department, and Commanding Officer's budget reports.

6. FINANCIAL HOLDING FILE (FHF). The Financial Holding File contains completed transactions until financial processing is accomplished. Transactions in this file have processed to system material and requisition files, but the values of transactions are not reflected in financial files. The FHF is also used by SUADPS-RT to hold, until the end of the month, those detailed transaction records required to substantiate summary totals on the SAC 207 and OPTAR financial reports.

7. FINANCIAL INVENTORY FILE (FIF). The Financial Inventory File is used to record the money value of material in inventory and transactions processed by SUADPS-RT. The data accumulated in the file is used to prepare the Financial Inventory Returns. Inventory values and accumulated monthly transaction totals are maintained by ledger code, cognizance symbol, and FIR code.

8. FINANCIAL TRANSACTION LEDGER FILE (FTL). This file provides a history of transactions that only affect financial files. Transactions in this file have had no impact on the material and requisition files of the activity. Records included are money value only OSO transfer adjustments (DI X39), OPTAR allocations (DI X50), OPTAR differences (DI X76), Financial Adjustments (DI X77), and DTO money value only obligation increases and decreases (DI X78). Records in this file may be reviewed using the SUADPS-RT Query Function (see SUADPS-RT Support Procedures, Volume II, Chapter 2).

9. FLIGHT OPERATIONS FUEL SUMMARY FILE (FFS) (USID C&M ACTIVITIES). This file accumulates statistical data concerning fuel consumption and flight hours. The data is used to prepare FLTOPS budget OPTAR reports for supported aircraft squadrons.

10. REIMBURSABLE OPTAR DETAIL FILE (ROD). Obligation and expenditure values are accumulated in this file and, along with data from the Reimbursable OPTAR Summary File, used to produce OPTAR reports for each reimbursable OPTAR provided to a SAC 207 activity.

11. REIMBURSABLE OPTAR SUMMARY FILE (ROS). This file is used to record data applicable to reimbursable OPTARs held by the SAC 207 activity. Data from this file and data from the Reimbursable OPTAR Detail File are combined to produce the Budget OPTAR Report and OPTAR Document Transmittal Report.

12. REPORT OF CREDITS FILE (ROC) (USID T ACTIVITIES). This file is used to record the value of material turned in to stock that results in credit to the Type Commander's operating budget. When this accumulated value reaches \$5000, SUADPS-RT will produce a Message Report of Credits which will be submitted to the appropriate Type Commander.

13. SUPPLY EFFECTIVENESS FILE (SEF). Data from the Supply Effectiveness File produces the Supply Effectiveness Report. Although the report is produced by financial processing, it is of major concern to supply and stock control officers.

14. SURFACE OPTAR DETAIL FILE (SOD). The SOD file is used to record obligation and expenditure values by fund code for the Supplies and Equipage OPTAR (OFC 20). Data from this file and data from the Budget OPTAR Summary File are combined to produce the S&E Budget OPTAR Report.

15. UMMIPS STATISTICS FILE (UMP). This file records the number of requisitions entered into the supply system by urgency of need designator (priority). The data is used during monthly financial processing to produce the UMMIPS Performance Report.

Section II: FINANCIAL REPORTS AND LISTINGS

9510 FINANCIAL INVENTORY RETURNS

1. GENERAL. SAC 207 activities which are not operating under MFCS are required to submit monthly financial inventory returns to DFAS with a copy to the activity's Type Commander. These returns document the transactions that have occurred since the last returns, establish the Supply Officer's accountability for NWCF material in stock, and provide information on the use of ROV funds and end-use inventory. The monthly returns consist of (see par. 9520):

- a. magnetic tape containing both detailed and summary financial transactions;
- b. Financial Inventory Report (Report 03) for NWCF (and End-use DLR for USID C&M);
- c. Monthly Receipt Report (Report 04)
- d. Monthly OSO Transfer Report (Report 05)
- e. Monthly Transfer to Property Disposal Report (Report 05)
- f. Monthly Report of DLR Material Turned-in Ashore (Report 05)
- g. Monthly NAVCOMPT Form 2074 Report of Charges (Report 06)
- h. Listing of NWCF Expenditures - Charges (Report 06)
- i. Monthly NAVCOMPT Form 2074 Report of Credits (Report 06)
- j. Listing of NWCF Expenditures - Credits (Report 06)
- k. NWCF ROV A Summary (Report 07)
- l. NWCF ROV B Summary (Report 08)

2. TIMEFRAMES. Financial inventory returns are required to reach the applicable DFAS OPLOC (Norfolk or San Diego) by the third calendar day of the month following the report month. If the capability is available, this data may be transmitted via SALTS to meet the due date. In this instance, the signed hard copy of the reports will be retained by the unit for inspection purposes. When financial inventory returns cannot be transmitted/mailed so that they arrive at DFAS by the third calendar day, a message will be sent stating the reason for the delay and an estimated date on which the returns will be sent. The cut-off dates for monthly returns processing are as follows:

a. Under Routine Operational Conditions For Activities Located in Norfolk or San Diego. Monthly Financial Inventory Returns will include transactions through the end of the report month. Other SAC 207 activities that are able to submit their NWCF FIR (and other NWCF stores reports) in time to reach DFAS by the third calendar day of the month following the report month will also follow this procedure.

b. Under Routine Operational Conditions For Activities Deployed, Located Overseas, or Distant from San Diego and Norfolk. Cut off transactions as late in the report month as possible but in time to allow for the NWCF FIR and other NWCF stores reports to be received at the DFAS by the third calendar day following the report month. Prepare live monthly SAC 207 reports on the early cut off date as though the month had ended by using the normal DI 100. Use NWCF data to send the message NWCF Material Charges and Credits (NAVCOMPT Form 2051) for report month's sales and submit the NWCF Returns to DFAS. When possible, all data from the Status Inventory Data Management System (SIDMS), Naval Aviation Logistics Command Management Information System (NALCOMIS) should be inputted prior to running the live monthly and again prior to running the dummy Document Identifier 100 at the end of the month.

c. During Adverse Operational Conditions. If the activities' operational conditions, on-board complement (critical personnel shortages), or other factors preclude following the guidance for Routine Operational Conditions, then for the months of October through August the NWCF Financial Inventory Returns will be cut-off early on the same day in order to ensure the NWCF return reaches DFAS by the third calendar day of the month following the report month. For the month of September, the detailed procedures provided by the Comptroller of the Navy in the Annual Fiscal Year-End Closing Accounting and Reporting Procedures should be followed.

3. SUBMISSION. After all audit checks have been completed, reports have been reviewed and signed by either the Commanding Officer or the Supply Officer, the returns must be packaged for submission to the appropriate DFAS OPLOC. The returns will include the originals of the SUADPS-RT reports listed in subparagraph 1 above and supporting documents as described in par. 9521. The returns will be packaged in a suitable shipping container (box or heavy envelope) with the magnetic tape on top, supporting documents next, and then SUADPS-RT reports stacked from top to bottom in the order in which they are produced by the computer. The magnetic tape must be properly protected and will be labeled "SAC 207 Financial Tape For Month Ending _____, (Activity's Name and UIC)". If more than one package is required, they should be marked 1 of 2, 2 of 2, etc. to provide DFAS with a means of determining if they have received the complete set of returns. Packages containing magnetic tapes mailed from overseas locations should be clearly marked to indicate that the package should not be X-rayed. SAC 207 activities in the San Diego or Norfolk areas may hand-carry the returns to DFAS. Other activities should mail returns to the appropriate DFAS as follows:

Atlantic Fleet

Commanding Officer
Defense Finance and Accounting Service
OPLOC Norfolk, Code 424
Building X-132
Norfolk, VA 23511-6096

Pacific Fleet

Commanding Officer
Defense Finance and Accounting Service
OPLOC San Diego, Code AA3-3
937 North Harbor Drive
San Diego, CA 92132-5111

9511 GROSS INVENTORY ADJUSTMENTS (GIA)

1. DESCRIPTION. Fleet and Type Commanders use the Gross Inventory Adjustment (GIA) percentage as an indicator of how well the activity is processing and posting basic supply transactions to the Basic Material File (BMF). GIA percentages will be reported in accordance with Type Commander Directives. The GIA is computed from data contained in Report 03 as follows (exclude 9X cog from all calculations):

a. Total Adjustments. The sum of the absolute values of FIR codes D4 (gains by inventory), M4 (losses by inventory) and M6 (losses by survey).

b. Throughput. FIR codes for the Throughput computation represent those transactions that involve physical movement of material.

(1) NWCF FIR: the sum of the absolute values of FIR codes A1, A3, F4, F5, JA, J1, J2, J7, J8, J9, L1, N8, P4, and P5.

(2) APA FIR: the sum of the absolute values of FIR codes A3, A4, K1, K2, L1, and P4.

(3) End-use DLR FIR: the sum of the absolute values of FIR codes A3, B2, J1, K2, K7, K8, and N8.

c. Gross Inventory Adjustment Percentage. GIA % equals total adjustments divided by throughput times 100.

9512 STOCK ASSET DOLLAR VALUE EXTENSION (DI SDE)

1. DESCRIPTION. The Stock Asset Dollar Value Extension (SADVE) is a report by ledger code and cognizance symbol of the money value of the Basic Material File (BMF) and Q COSAL File (QCF) record on-hand assets (BMF on-hand quantity multiplied by BMF unit price). The SADVE (see sample Appendix 15) is used to verify that the value of the stock records equals the value of the financial inventory reports.

2. PROCEDURES. Instructions for requesting the SADVE are provided in the SUADPS-RT Support Procedures, Volume III, Chapter 3. The SADVE Function should be requested immediately after each weekly and monthly or yearly financial update. It may also be useful to produce the report before and immediately after major processing evolution's that affect BMF on-hand quantities or unit price data (i.e., annual price changes, inventories, large offloads, etc.). Output from this process will consist of a printed report (see Appendix 15).

3. REVIEW AND ACTION. Immediately after each financial update, the Financial Inventory Report's (FIR) closing inventory values will be compared to the dollar value totals reflected on the SADVE Report. Differences should be reported to SPAWARSSCEN and assistance should be requested to identify the cause of the discrepancy. When the SADVE report is produced before and after major processing evolution's, they will be compared to ensure that changes are consistent with the volume of transactions processed, past personal experience, or guidance provided by TYCOMs or external activities. Excessive differences must be investigated, and outside assistance must be requested, if necessary, to identify and correct erroneous values. When the SADVE Report is going to be used as an audit with the FIR, user's must be restricted from processing inventory transactions.

9513 OPTAR HISTORY FILE (OHF) PROCESSING (DI 015)

1. DESCRIPTION. The OPTAR History File (OHF) function provides a complete record of all transactions that had an effect on one of the OPTARs maintained by the SUADPS-RT activity. A report of all or selected records from the OPTAR History File may be printed (see sample Appendix 15). The OHF may also be deleted using this function. This file is updated automatically during monthly financial update processing.

2. PROCEDURES. Instructions concerning the use of the OPTAR History File Processing Function are provided in the SUADPS-RT Support Procedures, Volume III, Chapter 4. OHF processing will be requested on an as required basis determined locally by financial supervisors and managers. Type and Wing Commanders may specify additional requirements for the use of this function. The OHF Processing Function contains several options and sub-options that enable the user to produce reports tailored to specific records. The capability is also provided to start a new OPTAR History File, produce reports from other than the latest file, or to delete file records. Output from this function will consist of a printed OHF Listing (see Appendix 15).

3. REVIEW AND ACTION. The OHF Listing will be used for reference purposes by managers and supervisors. Recommended uses are TEC assignment validity review; comparison of FYTD OFC-94 transactions within RCC to 1960, SFOEDL, and UOL listings; program and aircraft cost studies; and FYTD feedback to supported departments and divisions for reconciliation of serial number use and manual OPTARs.

9514 RECEIPT HISTORY FILE (RFH) PROCESSING

1. DESCRIPTION. The Receipt History File (RFH) provides a cumulative, fiscal year-to-date, record of all stock and DTO receipts (DIs X71, X73, X77) processed through SUADPS-RT and reported to DFAS as part of the SAC 207 Financial Inventory Report. The RFH processing function is used to print receipt records stored in the Cumulative Receipt History File (see sample Appendix 15). This file is updated automatically as part of the monthly financial update process.

2. PROCEDURES. The RFH will be requested in accordance with the instructions provided in the SUADPS-RT Support Procedures, Volume III, Chapter 4. The RFH processing function should be requested after the monthly financial reports have been produced. Options provided with this function include the capability to start a new file or to print a complete listing from an existing file. Since the RFH is maintained on magnetic tape, either the current or a previous month's file may be printed. Output consists of the Cumulative Fiscal Year to Date Listing of Receipts (see Appendix 15), in UIC and document number sequence.

3. REVIEW AND ACTION. The Cumulative Fiscal Year to Date Listing of Receipts will be used by supply and financial personnel to review receipt transactions processed by SUADPS-RT and reported to DFAS. Only the current cumulative listing needs to be retained on file. The RFH should only be initialized at the start of the fiscal year and at no other time during the year. Managers must compare the most recent Report 04 to the new CRH to verify it was produced properly before continuing on with a new month. The listing is especially useful as an aid during processing of the unmatched listing received on a monthly basis from DFAS.

9515 CUMULATIVE OTHER SUPPLY OFFICER (OSO) FILE PROCESSING

1. DESCRIPTION. The Cumulative Other Supply Officer (OSO) File provides a cumulative, fiscal year-to-date record for each OSO transfer (DIs X37, X38, X39) processed through SUADPS-RT and reported to DFAS as part of the SAC 207 Financial Inventory Report. The Cumulative OSO File processing function is used to print receipt records stored in the Cumulative OSO File (see sample Appendix 15). This file is updated automatically as part of the monthly financial update process.

2. **PROCEDURES.** Instructions for requesting the Cumulative OSO File Processing Function are provided in the SUADPS-RT Support Procedures, Volume III, Chapter 4. Cumulative OSO file processing should be requested each month after the monthly financial reports have been produced. The Cumulative OSO File Processing Function will print a complete listing of records on file or start a new file. Since the Cumulative OSO Transfer File is maintained on magnetic tape, either the current month's file or a previous month's file may be printed. Output consists of a Cumulative OSO Transfer Report History Listing (see Appendix 15).

3. **REVIEW AND ACTION.** The report provides a tool for reviewing OSO transfer transactions processed via SUADPS-RT. The listing is useful for obtaining information to aid in researching NAVCOMPT Form 168 challenged transactions from other activities.

9516 RECEIPT OR TRANSFER OF SUPPORTED UNIT DATA (SUTRAN)

1. **DESCRIPTION.** The SUTRAN function will be used when it is necessary to establish or transfer the accounting records and/or demand data for a supported unit from one SAC 207 activity to another. Through SUTRAN the financial records for a supported unit can be deleted, and records can be created to establish appropriate accounting records and record demand data at another activity. A SAC 207 receiving activity will establish the supported unit's records by the Receive Supported Unit Option of this function.

2. **PROCEDURES.** Instructions concerning the SUTRAN Function are provided in the SUADPS-RT Support Procedures, Volume III, Chapter 3. This function should be requested after all pending transactions have been processed and after monthly financial and history file processing has been completed. The receiving activity must establish the supported unit in the system control and validation files. The SUTRAN function will be accomplished whenever supported unit financial records/demand history are to be established or transferred to another activity. In most instances, activities will be notified in advance by the appropriate Wing or Type Commander. To accomplish a smooth transition of accounting responsibility for supported units, the transfer process must be a coordinated effort between the transferring and the receiving organization. The transferring activity must determine the SUADPS-RT release being used by the receiving activity and the demand frequency required for demand transfer. Representatives of both activities should meet prior to commencement of processing to develop a complete transfer plan.

3. **OUTPUT.** When transferring a supported unit, output will consist of five magnetic tapes as described below and printed SUTRAN Reports listing the detailed records deleted from each file. A summary of records transferred by file and UIC is provided on the last page of the report (see sample Appendix 15).

a. **SUTRAN Tape.** The SUTRAN Tape will contain records from the following files for the supported units being transferred:

- (1) Customer Identification File (CID)
- (2) Basic Requisition File (BRF)

- (3) Suffixed Document Status File (SDS)
- (4) Requisition Status File (RSF)
- (5) Repairables Tracking File (RTF)
- (6) Budget OPTAR Status File (BOS)
- (7) Surface OPTAR Detail File (SOD)
- (8) Aviation OPTAR Detail File (AOD)
- (9) Division Department Budget File (DDB)

b. SUTRHF Tape. This tape will contain records from the Requisition History File for supported units being transferred. The records will be deleted from the transferring activity's Requisition History File.

c. SUTRFH Tape. This tape will contain records from the Cumulative Receipt History File (RFH) for the supported units being transferred. The records will be deleted from the transferring activity's file. This tape is applicable to USID T activities only.

d. UTOHF Tape. This tape will contain the OPTAR History File (OHF) records for the supported units being transferred. A new OHF will be created without the selected records.

e. SUTX21 Tape. This tape will contain demand recording records (DI X21) created from OHF records for supported units with a document identifier of A0_, X31, or AE1. Based on selection criteria specified, these records may also be processed by the transferring activity to reverse demand data created by supported units.

4. REVIEW AND ACTION - TRANSFERRING ACTIVITY. Upon completion of SUTRAN processing, the transferring activity will accomplish the following to ensure the accuracy of the data provided to the receiving activity:

a. Review the printed reports to verify that only data for the activity being transferred is included.

b. Compare the BOS and SOD or AOD report or XS3 FMF records with the last budget OPTAR reports to verify that they are equal.

c. Compare the DDB report or XS3 FMF records with the latest budget report to verify that they are equal.

d. Use the Requisition File Print Function to produce a listing of requisitions for the supported units involved in the transfer (a negative report should be received).

e. Use applicable BRF or RHF print functions to verify that records for supported units to be transferred have been deleted.

f. Verify that demand records are produced only for NIINs meeting specified criteria.

g. Produce a listing of the OPTAR History File to ensure that records for supported units have been deleted.

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h. Produce a listing of the Cumulative Receipt History File to ensure that records for supported units have been deleted (USID T only).

5. REVIEW AND ACTION - RECEIVING ACTIVITY. The activity receiving the supported units will review the printed reports received from the transferring activity for validity. Questionable data must be resolved prior to processing applicable data tapes in SUADPS-RT. Upon completion of SUADPS-RT processing, the following will be accomplished to verify the validity of the data established:

- a. Verify that the Customer Identification File (CID) data was established correctly.
- b. Review SUTRAN load reports to ensure that data record totals match the record totals provided by the transferring activity.
- c. Process a dummy financial update and report production for OPTAR reports. The financial reports for the supported units being received should match the last reports produced by the transferring activity.
- d. Investigate and resolve any records on the SUTRAN Exception Report.
- e. Review any demand records on the STK report and establish BMF records and record demand using the appropriate functions of SUADPS-RT.
- f. Notify the transferring activity that the transfer is complete when SUTRAN processing has been successfully accomplished.

Section III: FINANCIAL UPDATE AND REPORT PRODUCTION (DI 100)**9520 INTRODUCTION**

1. DESCRIPTION. The Financial Update and Report Production Function (DI 100) updates SUADPS-RT financial files and counters to reflect the transactions processed since the last report production, as well as the transactions accumulated in the Financial Holding File. Depending on the report selection options and types specified by the user, applicable SAC 207, OPTAR, and miscellaneous reports will be produced.

2. FREQUENCY. The DI 100 will be scheduled as directed by the Supply Officer. Normally financial processing will consist of three weekly and one monthly update. The monthly updates should be accomplished in accordance with Type Commander directives in order to meet the required timeframes for submission.

3. PROCEDURES. The DI 100 will be requested in accordance with the instructions provided in the SUADPS-RT Support Procedures, Volume III, Chapter 5. The following options are available to the user and will determine the type of reports produced. Except for the Dummy Report Option, any option selected will post all unprocessed transactions on the Financial Holding File to the appropriate counters of the SAC 207 and OPTAR Financial Files.

a. Dummy Report Option. When this option is selected, financial files are updated and reports are produced in the same format as the real printed reports. Supporting tape output is not produced and counters within individual files are not reset or cleared. This option should be produced weekly for information only (not to be submitted to DFAS). Financial supervisors should review the reports for erroneous or questionable values and initiate corrective action prior to the end of the accounting month. The financial inventory report audit provided in Appendix 32 should be used to conduct the review of weekly FIR reports.

b. Report Selection Option. This option will determine the type of financial report categories produced. SAC 207 reports only, OPTAR reports only, or all reports may be specified.

c. Report Type Option. This option specifies the type of reports produced as a result of financial processing. The options available are daily, weekly, monthly, or yearly. Yearly output is identical to monthly output except that financial files are also cleared and/or reformatted for the new fiscal year. The yearly option will only be used when the report month equals 09 (September).

d. OPTAR Format Option. This option allows the user to specify the output format for applicable budget OPTAR reports. The BOR may be produced in either message or standard NAVCOMPT Form 2157 format.

e. Control Date Option. The latest transaction date to be included in financial processing is indicated in this option. Transactions with a date later than the control date specified will not be selected from the Financial Holding File for processing, therefore the FIR and SADVE may not balance.

4. OUTPUT GENERATED. The output, depending on the options selected, will consist of magnetic tapes and printed reports.

a. Magnetic Tapes. Two financial inventory return magnetic tapes are produced each month to support the printed reports included in the NWCF financial inventory return and the end-use financial inventory return. The magnetic tapes contains the actual transactions required by DFAS to produce official accounting documents. These tapes should be labeled (1) SAC 207 FIR and (2) Unfilled Orders. A record is written to the tape for each detailed line entry on the reports, and a report key number is assigned identifying each record to a specific report. A printed listing of the magnetic tape should be requested from the data processing center. This will ensure that the tape is complete and legible and will enable appropriate financial personnel to review data included on the tape. It also serves as an emergency backup in the event that DFAS cannot process the tape and or when it cannot be recreated through SUADPS-RT. The SUADPS-RT reports included on the tape are as follows:

- (1) Financial Inventory Report (Report 03), NWCF and End-Use - see par. 9521
- (2) Monthly Receipt Report (Report 04) - see par. 9522
- (3) Monthly OSO Transfer Report (Report 05) - see par. 9523
- (4) Monthly Transfer to Property Disposal Report (Report 05) - see par. 9524
- (5) Monthly NAVCOMPT Form 2074 Reports (Report 06) - see par. 9525

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- (6) Listing of NWCF Expenditures (Report 06) - see par. 9526
- (7) NWCF ROV A Summary (Report 07), USID T only - see par. 9527
- (8) NWCF ROV B Summary (Report 08), USID T only - see par. 9527

b. Printed Reports. In addition to printed copies of the reports contained on the tape (see subparagraph a above), the following printed reports are also produced:

- (1) NAVCOMPT Form 2051 Message Report (Report 09) - see par. 9528
- (2) Supply Effectiveness Report (Report 10) - see par. 6860
- (3) OPTAR Document Transmittal Report (Report 20) - see par. 9529
- (4) Division/Department Budget Report (Report 21) - see par. 9530
- (5) End Use Differences Between Obligations and Expenditures (Report 22) - see par. 9531
- (6) Detailed Listing of Prior Fiscal Year Transactions (Report 23) - see par. 9532
- (7) Message Report of Credits (Report 24) - see par. 9533
- (8) Aviation Budget OPTAR Report - FLTOPS (Report 26) - see par. 9534
- (9) Aviation Budget OPTAR Report - AOM (Report 28) - see par. 9534
- (10) Inventory Adjustments Report (Report 34) - see par. 6859
- (11) Monthly Report of Issues of Controlled Drug Substances (Report 36) - see par. 6862
- (12) S&E Budget OPTAR Report - Supported Unit (Report 41) - see par. 9534
- (13) Reimbursable Budget OPTAR Report (Report 42) - see par. 9534
- (14) ROV Availability Cost Report (Report 46) - see par. 9535
- (15) S&E Budget OPTAR Report (Report 47) - see par. 9534
- (16) NWCF Financial Summary (Report 48) - see par. 9536
- (17) Demand Reporting (Report 57) - see par. 6864
- (18) DLR Carcass Tracking Report (Report 58) - see par. 8330
- (19) UMMIPS Report (Report 62) - see par. 3844
- (20) Surface MDS Report (Report 91) - see par. 6863
- (21) Aviation MDS Report (Report 96) - see par. 6863

5. REVIEW AND ACTION. Financial supervisors and managers will review financial reports to ensure that they are complete for the options specified in the request. Missing or incomplete reports will be immediately reported to the SUADPS-RT FAS for investigation and corrective action. Prior to the submission of financial reports to the appropriate external activity, a complete and detailed audit will be conducted. The audit sheets provided in Appendix 32 provide financial personnel with the means to conduct a basic audit of the reports. In addition, each report must be reviewed by knowledgeable individuals able to recognize erroneous values, FIR codes, fund codes, accounting data, and other questionable data. Review and audit of individual SAC 207 reports is discussed in the paragraphs pertaining to the individual reports.

6. ERRONEOUS REPORTS. Any differences/imbances found in the Report 03, 04, 05, 06, 07, and/or 08 sections of the Financial Returns Audit are considered significant in that they prevent automated processing of the returns by DFAS. These errors are usually related to system hardware or software problems and may require assistance from SPAWARSSYSCEN or the Type Commander. SPAWARSSYSCEN should be notified immediately of financial report problems via a SUADPS-RT trouble report message (see par. 1606). DFAS and Type Commanders will provide specific guidance regarding submission of monthly returns.

7. TRANSACTION REVERSALS. When the Financial Returns Audit and review of financial reports identifies transactions with erroneous quantities or money values which affect other system files (BMF on hand, OPTAR obligations), transaction reversals must be processed using the appropriate SUADPS-RT function. The current month's report will be submitted with a notification that the transaction is invalid and will be corrected in the next month's returns. Transaction reversals included in the current returns will be annotated (when appropriate) as corrections to invalid transactions included in a previous month's returns. When necessary, changes to system control and validation files will be made after a reversing transaction has processed and before the transaction is reprocessed. Financial supervisors must ensure that all corrective processing is accomplished in the proper sequence to prevent the compounding of errors.

9521 FINANCIAL INVENTORY REPORT (FIR) (REPORT 03)

1. DESCRIPTION. The Financial Inventory Report (FIR) (Report 03) is a balance sheet which shows the value of all receipts and expenditures of material by cognizance symbol. Separate FIRs are provided for NWCF, APA, and End-Use (7 cog DLR).

a. NWCF FIR. The NWCF FIR serves as a balance sheet for the SAC 207 NWCF inventory and provides, in financial terms, information on increases and decreases to material carried in stock. The FIR, produced from data accumulated in the Financial Inventory File, is the primary source of information for reporting the status of the NWCF to inventory managers, NAVSUP, the Department of Defense, and Congress. The Commanding Officer or his designated representative will sign the certification included on the last page of the NWCF FIR.

(1) Zero Balance Portion of the NWCF FIR - USID C & M (7_ cog). USID C & M activities requisition DLR material (7_ cog) from the supply system by assigning a NWCF fund code. Upon receipt, these DLR receipts are washed through the zero balance portion of the NWCF FIR, (Stores Account 51000). These transactions are processed as receipts to Stores Account 51000 and immediate issues to end-use with charge to the end-user's funds. The receipt to NWCF is recorded at standard price under FIR Code F4 (Transfers From Other Supply Officers - Transfers and Adjustments (Stock)). The immediate issue to end-use is recorded under FIR codes JA (Issues With Reimbursement - NWCF DLR Net Price - Service Use) and N8 (Financial Adjustments (Losses) - Advance Credits Given on Issues With Reimbursement Under NWCF DLR Exchange Program) for exchange requisition receipts; or it may be recorded under FIR Code J1 (Issues With Reimbursement - Service Use) (standard price) for non-exchange requisition receipts. The activity's S&E or AOM OPTAR will be charged for the DLR material washed through Stores account 51000 and the NWCF will be reimbursed.

(2) Issues to Nonsupported Customers - USID C & M. When the DLR material in End-use Inventory Account 55000 is to be issued to a nonsupported activity or another stores accountable activity (e.g., in response to an Inventory Control Point referral), the material will be expended from DLR End-use Inventory Account 55000 and washed through the zero balance portion of the NWCF FIR (Stores Account 51000). The receipt will be recorded on the zero balance portion of the NWCF FIR under FIR Code JC (Issues With Reimbursement - Returns - With Credit to Holders of End-use Inventories). This material will be immediately issued from the zero balance portion of the NWCF FIR, with charge to the nonsupported activity's funds (or cash may be collected locally) or transferred to another supply officer, in the event the receiving activity is another stores accountable activity. The NWCF issue (sale) will be recorded at standard price or net price (based upon the advice code of the requisition) under FIR Codes J1, J7, or JA, and N8. The NWCF transfer to another stores accountable activity, for stock, will be recorded at standard price under FIR Code P4 (Transfers to Other Supply Officers - Transfers (Stock)) or P5 (Transfers to Other Supply Officers Transfers (Immediate Use)). The opening inventory dollar value and closing inventory dollar value of all DLR material (cognizance symbol 7_) of the zero balance portion of the NWCF FIR (Stores Account 51000) will be zero.

b. APA FIR. The APA FIR includes transactions and inventory balances for material assigned cognizance symbols beginning with stores account indicators of 0, 2, 4, 6, or 8 and a Ledger Code of 2. Although this report is not submitted to DFAS, it is submitted to TYCOM and must be maintained on file as part of the activity's financial records.

c. End-Use FIR (USID C & M only). The End-use FIR includes transactions and inventory balances for material assigned cognizance symbol 7_ DLR material carried in End-use Stores Account 55000. When stock DLR transactions are washed through the NWCF FIR and expended to end-use, the material is recorded on the DLR End-use Inventory Account 55000 FIR where they are carried until needed. Material in DLR End-use Inventory Account 55000 is then issued to supported customers (work centers and supported units) without charge to their operating targets (OPTARs). This report is submitted to the appropriate DFAS in the same manner as the NWCF FIR.

2. **FORMAT.** The FIR provides, by cognizance symbol, the reporting month's opening inventory and dollar value, a summary by FIR code (see Appendix 31) of dollar value increases and decreases, and a closing inventory dollar value. The last page of the NWCF FIR is a summary showing the total dollar value, by FIR code, for all NWCF material. This page summarizes, by FIR code, all increases and decreases to the inventory and provides the total dollar value of NWCF material onboard at the end of the month. The format of Report 03 is as follows (see sample Appendix 15):

<u>Caption</u>	<u>Explanation</u>
Cog Sym	The cognizance symbol identifies the type of material being reported. cogs are not shown for the total inventory figures given on the summary page of the report.
FIR Code	The FIR code is a two digit code which identifies the various types of transactions affecting the financial inventory records (see Appendix 31).
Opening Inventory	The inventory value at the beginning of the month is identified by FIR Code H1. The amount shown in this column must agree with the amount shown under the Closing Inventory column of the previous month's report (FIR Code R1) for each cog and for the total inventory figures shown on the summary page.
Receipts	The monthly values of receipts, gains by inventory, and gains by financial adjustment are shown for each cog by FIR code and are summarized for the total inventory value by FIR code on the summary page.
Expenditures	The monthly values of issues, losses by inventory, losses by financial adjustment, and transfers to other supply officers are shown for each FIR code and are summarized for the total inventory value by FIR code on the summary page.
Closing Inventory	The inventory value at the end of the month is identified by FIR Code R1.

3. **REVIEW AND ACTION.** Report 03 will be audited using the Financial Reports Audit contained in Appendix 32. Supply and financial personnel will also accomplish the following:

- a. Ensure that the values for each cognizance symbol and the Totals by FIR Code Section are in balance (the term Imbalance will be printed next to the closing inventory if an error is detected by SUADPS-RT);
- b. Review each cognizance symbol section for validity and for large differences between the report month's opening and closing inventory values;
- c. Review individual FIR codes for validity and unusually high money values in comparison with opening inventory values or related FIR Codes (e.g., JA and N8 or F4 and E2/N2);
- d. Review each FIR code to identify large values that offset erroneous values in previous or current reports (e.g., E2/N2, EI/ N1);

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e. Ensure that opening and closing inventory values are zero in the 9G 260 section of the FIR (direct turnover material obtained from Servmart). Receipts should always be summarized in FIR Code F5 with a corresponding expenditure value in FIR Code J1.

4. SUBSTANTIATING DOCUMENTS. After all audit checks have been completed and the reports are in balance, the returns will be assembled for submission to the Supply Officer for review and signature. Certain FIR codes require that supporting documents be prepared and submitted along with the reports produced by SUADPS-RT. The FIR codes to be substantiated are as follows:

a. Cash Sales (FIR Codes J7 and J9). One copy of each DD Form 1149 documenting the cash sale of material (see pars. 5046-5047) will be included with the financial inventory returns.

DD FORM 1149 - CAPITALIZATION

SHIPPING CONTAINER TALLY										1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50												
REQUISITION AND INVOICE / SHIPPING DOCUMENT										Form Approved OMB No. 0704-0246												
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.																						
1. FROM (Include ZIP Code)					SHEET NO. 1		NO. OF SHEETS 1		5. REQUISITION DATE 1 OCT 97		6. REQUISITION NUMBER V21247 7275 8113											
(V21247) USS THEODORE ROOSEVELT (CVN 71)					7. DATE MATERIAL REQUIRED (YYMMDD)		8. PRIORITY															
2. TO: (Include ZIP Code)					9. AUTHORITY OR PURPOSE																	
DFAS OPLOC Norfolk, VA					10. SIGNATURE M. Jones M. Jones, CDR, SC, USN					11a. VOUCHER NUMBER & DATE (YYMMDD)												
3. SHIP TO - MARK FOR					12. DATE SHIPPED (YYMMDD)					b.												
Receipt without Reimbursement Capitalization (FIR B4)					13. MODE OF SHIPMENT					14. BILL OF LADING NUMBER												
					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.																	
4. APPROPRIATIONS SYMBOL AND SUBHEAD			OBJ. CL.		BUR. CONT. NO.		SUBAL-LOT		AUTHORIZATION ACCT'G ACTIVITY		TRANS. TYPE		PROPERTY ACCT'G ACTIVITY		COUNTRY		COST CODE		AMOUNT			
																			\$10,000.00			
ITEM NO.		FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICES							UNIT OF ISSUE (c)		QUANTITY REQUESTED (d)		SUPPLY ACTION (e)		TYPE CONTAINER (f)		CON-TAINER NOS. (g)		UNIT PRICE (h)		TOTAL COST (i)	
(a)		(b)							(c)		(d)		(e)		(f)		(g)		(h)		(i)	
1.		Capitalization of material during the month of Sept 1997																	\$10,000.00		\$10,000.00	
		Material migrated from APA (4N) to NWCF (9N)																				
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO										17. SPECIAL HANDLING												
18. ISSUED BY		TOTAL CONTAINERS		TYPE CONTAINER		DESCRIPTION		TOTAL WEIGHT		TOTAL CUBE		19. CONTAINERS RECEIVED EXCEPT AS NOTED		DATE (YYMMDD)		BY		SHEET TOTAL				
CHECKED BY												20. QUANTITIES RECEIVED EXCEPT AS NOTED		DATE (YYMMDD)		BY		GRAND TOTAL				
PACKED BY												21. POSTED		DATE (YYMMDD)		BY		22. RECEIVER'S VOUCHER NO.				
						TOTAL																

DD Form 1149, DEC 93
306/080

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Previous editions are obsolete.

S/N 0102-LF-017-7900

(Navy Overprint 1994)

b. Receipts Without Reimbursement - Capitalization (FIR Code B4). A DD Form 1149 will be prepared for the total value of FIR Code B4 receipts shown on the NWCF Totals by FIR Code Page. The DD Form 1149 will be prepared in the format shown on the previous page and will be signed by the Supply Officer. The signed original will be submitted with the financial inventory returns (one copy will be forwarded to the Type Commander and at least one copy will be retained onboard).

c. Inventory Adjustments - Survey (FIR Codes M6 and M7). Although the documents are not submitted as part of the financial inventory returns, M6 and M7 FIR Code totals must be substantiated by approved DD Form 200 survey documents. These forms must be retained in the Expenditure Invoice File for a period of 3 years.

9522 MONTHLY RECEIPT REPORT (REPORT 04)

1. DESCRIPTION. The Monthly Receipt Report (Report 04) is a detailed listing of each NWCF receipt received and processed by the activity for the current month. These receipts can be from commercial sources, DLA activities, GSA activities, or from Navy stores accountable activities. A summary by FIR code and a grand total of all receipts reported for the month will appear on the last page of the report. This report substantiates receipt FIR codes on the Financial Inventory Report. FIR codes assigned to receipt transactions will be determined by SUADPS-RT as detailed below. SUADPS-RT makes this determination based on routing identifier codes and purchase data entered by the user when the receipt is processed.

a. FIR Code A1 is assigned to receipts from commercial sources and the routing identifier is left blank (DIs X71, X73 other than cog 99, X77).

b. FIR Code A3 is assigned to receipts from DOD services and agencies, General Services Administration, and federal, state, local, and foreign agencies (DIs X71, X77).

c. FIR Code A4 is assigned when aviation fuels are offloaded to DLA activities; FIR Code A4 will always be a credit value on the NWCF Receipt Report (applicable to USID C and M activities only) (DI X37).

d. FIR Code F4 is assigned to receipts from Other Supply Officers (Navy activities) (DIs X71, X77).

e. FIR Code F5 is assigned to money value receipts from Servmart (DIs X73 other than cog 99, X77).

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2. **FORMAT.** The format of Report 04 is as follows (see sample Appendix 15):

<u>Caption</u>	<u>Explanation</u>
FC	The SAC 207 fund code from the receipt document.
Cog	The cognizance symbol cited on the receipt document.
Stock Number	NSN, part number, or description such as MVO for money value only, 260 for Servmart material, etc. of the material being received.
Document Number	The document number cited on the receipt document.
SC	The suffix code, if cited on the receipt document.
Issuing Activity	Routing Identifier of the stock point which issued the material or the UIC of the issuing activity when material is received from another SUADPS-RT activity. The letters BPA will appear in the column for all receipts from blanket purchase agreements (USIDs A, and T only).
FIR Code	The FIR Code indicates the type of transaction (see Appendix 31).
Qty	Quantity received as cited on the receipt document.
Amount	The total money value of the material.

3. **REVIEW AND ACTION.** Report 04 will be audited using the Financial Reports Audit contained in Appendix 32. Supply and financial personnel will also review each detailed receipt record for proper FIR code assignment, to identify duplicate receipt records, and to identify erroneous quantities or money values.

9523 MONTHLY OTHER SUPPLY OFFICER (OSO) TRANSFER REPORT (REPORT 05)

1. **DESCRIPTION.** The Monthly OSO Transfer Report (Report 05) is a detailed listing of all OSO transfers processed by the activity for the current month. This includes transfers to other stores accountable activities, transfers to ship's stores, and cash sales when the cash is not collected locally (i.e., summarized to NAVICP MECH). Each activity will be reported on a separate page. A record count and a total money value by FIR code are included on the last page of the report. FIR codes assigned to OSO transactions will be determined by SUADPS-RT as detailed below.

- a. FIR Code P4 is assigned to OSO transfer adjustments for stock (DIs X35, X37, X39).
- b. FIR Code P5 is assigned to OSO transfer adjustments for immediate use (DI X38).

2. **FORMAT.** The format of Report 05 is as follows (see sample Appendix 15):

<u>Caption</u>	<u>Explanation</u>
FC	In most cases this will be the NWCF Fund Code cited on the OSO transfer document. However, it can also be NZ (ship's store), 26 or 27 (OSO to ashore), or various other fund codes (see Appendix 30).

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<u>Caption</u>	<u>Explanation</u>
Cog Sym	Cog cited on the OSO transfer document.
Stock Number	NSN of the material transferred.
Document Number	Document number used to transfer the material.
Receiving Activity	UIC of the activity receiving the material.
Issuing Activity	UIC of the activity transferring the material.
M/T C	Management transaction code used on the transfer document.
FIR Code	The FIR Code indicates the type of transaction (see Appendix 31).
Qty	Total quantity transferred.
Amount	Total money value of the material transferred.

3. REVIEW AND ACTION. Report 05 will be audited using the Financial Reports Audit contained in Appendix 32. Supply and financial personnel will also accomplish the following:

- a. Review each detailed record to ensure that the receiving UIC is compatible with the FIR code assigned (e.g., NWCF activity = P4, EU activity = P5);
- b. Review each detailed record to detect erroneous quantities, money values, or duplicate records;
- c. Ensure that transfers to NAVICP MECH resulting from cash sales not collected locally are supported by properly prepared DD 1149 forms which have been distributed in accordance with par. 5047.

9524 MONTHLY TRANSFER TO PROPERTY DISPOSAL REPORT (REPORT 05)

1. DESCRIPTION. The Monthly Transfer to Property Disposal Report (Report 05) will include all transfers of material to Defense Reutilization and Marketing Offices (DRMOs) (see sample Appendix 15). SUADPS-RT will automatically assign FIR code L1 to these transactions (DI X37). The report is produced in the same format as the Monthly OSO Transfer Report described in par. 9523. Report 05 will be audited using the Financial Reports Audit contained in Appendix 32. Supply and financial personnel will also verify that the receiving activity for each transaction is a DRMO.

9525 MONTHLY NAVCOMPT FORM 2074 REPORT (REPORT 06)

1. DESCRIPTION. The Monthly NAVCOMPT Form 2074 Report (Report 06) consists of three individual reports as listed below. Transactions are summarized by fiscal year, appropriation, operating budget (bureau control number), chargeable activity, and fund code. A subhead total is shown for each UIC. Totals are printed each time the operating budget (bureau control number) or appropriation changes; and the grand total of NWCF transactions for the month is shown on the last page.

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a. Monthly NAVCOMPT Form 2074 Report for Charges. This report is a summary of all issues to end-use made during the current month. It reflects charges to end-use funds for material issued from stock. USID C and M activities also wash through DLR (7_ cog) DTO and stock replenishment receipts through the NWCF; so OPTAR charges for these items will also be included in the report. DFAS uses this report to properly charge the end-use activity's OPTAR and credit the NWCF. The report substantiates and must agree with FIR code J1 and JA totals on the NWCF FIR.

b. Monthly NAVCOMPT Form 2074 Report For Credits. This report is a summary listing of material turned in to SAC 207 stock by end-use activities. Material received from end-use ships by SAC 207 activities will also be included in the report. DFAS uses this report to properly credit the end-use activity's OPTAR and charge the NWCF. The report substantiates and must agree with the FIR code J2 total on the NWCF FIR.

c. Monthly NAVCOMPT Form 2074 Report for JC Credits. This report is a summary listing of DLR (7_ cog) material returned from Inventory Account 55000 (end-use) to Stores Account 51000 (NWCF). These transactions were required to support issues of 7_ cog material to nonsupported activities or transfers to another stores accountable activity. DFAS uses this report to properly credit the end-use activity's OPTAR and charge the NWCF. The report substantiates and must agree with the FIR code JC total on the NWCF FIR.

2. FORMAT. The format of Report 06 is as follows (see sample Appendix 15):

<u>Caption</u>	<u>Explanation</u>
Approp'n	The appropriation and subhead to be charged/credited are obtained by the computer program from the APP file. The first digit shown is the fiscal year, followed by four digits identifying the appropriation chargeable and the last four digits denoting the subhead and expense limitation chargeable (see Appendix 30).
Bureau Ctl Number	The BCN is the five-digit UIC of the activity responsible for the operating budget (OB) to be charged/credited and is obtained by the computer program from the APP file. The sixth digit, if there is one, serves to identify various OBs when required.
Chg'ble Activity	The chargeable activity consists of the service designator code and UIC of the unit to be charged/credited.
Fund Code	The chargeable fund code cited on the original requisition will be summarized. Required fund codes must be in the Fund Code File (FCV).
Auth Acctg Activity	The AAA is identified by the service designator code and UIC of the appropriate DFAS OPLOC (Norfolk or San Diego) performing the official accounting for Atlantic and Pacific Fleets. This data is obtained by the computer program from the APP file.

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Amount

The monetary value chargeable is summarized.

3. REVIEW AND ACTION. Report 06 will be audited using the Financial Reports Audit contained in Appendix 32. Supply and financial personnel will also review each detailed record for excessive money value totals, for correctness of fund codes and to verify that accounting data is complete and compatible with the chargeable activity's UIC. The NAVCOMPT Form 2074 Report for Credits will also be reviewed for improper use of the Material Turn-in Function. For USID C&M activities, the NAVCOMPT Form 2074 Report for JC Credits will also be reviewed for erroneous credits such as credits for offloaded excess DLR material.

9526 LISTING OF NWCF EXPENDITURES (REPORT 06)

1. DESCRIPTION. The Listing of NWCF Expenditures (Report 06) consists of three individual listings as described below. Transactions are totaled by operating budget (bureau control number) and chargeable appropriation for each activity.

a. Listing of NWCF Expenditures - Charges. This is a detailed listing of the issues to end-use which are summarized on the Monthly NAVCOMPT Form 2074 Report for Charges. The grand total printed on the last page of the report must agree with the grand total of the Monthly NAVCOMPT Form 2074 Report for Charges, since the transactions are the same for both reports.

b. Listing of NWCF Expenditures - Credits. This is a detailed listing of transactions for material returned to stock or received from end-use ships which are summarized on the Monthly NAVCOMPT Form 2074 Report for Credits. The grand total printed on the last page of the report must agree with the grand total of the Monthly NAVCOMPT Form 2074 Report for Credits, since the transactions are the same for both reports.

c. Listing Of NWCF Expenditures - JC Credits. This is a detailed listing of the transactions summarized on the Monthly NAVCOMPT Form 2074 for JC Credits. The grand total printed on the last page of the report must agree with the grand total of the Monthly NAVCOMPT Form 2074 Report for JC Credits, since the transactions are the same for both reports.

2. FORMAT. The format of the listings is the same as for the Monthly NAVCOMPT Form 2074 Report (see par. 9525) with the following exceptions (see sample Appendix 15):

CaptionExplanation

Doc No. Chg. Act

The document number of the original requisition. Expenditures to the SUADPS-RT activity's UICOWN and supported units will not be shown by individual document number. Instead, they will be summarized by fund code. The activity's UIC, the julian date, and sequential document numbers commencing with serial number 9001 will be assigned automatically.

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<u>Caption</u>	<u>Explanation</u>
Fund Code	The chargeable fund code cited on the original requisition will be individually shown (except UICOWN and supported units). Required fund codes must be in the Fund Code File (FCV).
Issuing Activity	This consists of the service designator code and the UIC of the activity.
Amount	The monetary value chargeable is individually shown (except UICOWN and supported units).

3. REVIEW AND ACTION. Report 06 will be audited using the Financial Reports Audit contained in Appendix 32. Supply and financial personnel will also review each detailed record for excessive money value totals, for correct fund codes and to verify that accounting data is complete and compatible with the chargeable activity's UIC. Personnel will also ensure that each detailed record contains a complete document number (9000 series for UICOWN and supported units at USID T activities) and that there are no duplications.

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9527 NWCF ROV A AND B SUMMARIES (USID T ACTIVITIES) (REPORTS 07 & 08)

1. **PURPOSE.** Activities issue NWCF material or procure services for the Repair of Other Vessels (ROV) using their own UICs and end-use fund codes (_G, _H, _0, or _1) on an internal material request. These ROV materials are charged to the activity's UIC and appropriation subhead on the NAVCOMPT Form 2074 Report. On the financial records of the Navy, this overstates the cost of operating the activity and understates the cost of operating other activities. To correct this situation, NWCF ROV A and B summaries are produced to charge these costs to the activities which actually benefited and credit the costs back to the SAC 207 activity. This adjusts financial records so that they properly reflect the operating costs of a particular activity. These ROV A and B summaries are essential for Type Commander's budgeting to accurately reflect the cost of operating each individual activity.

2. **DESCRIPTION.** The NWCF ROV A Summary (Report 07) and NWCF ROV B Summary (Report 08) are listings of all ROV issues made during the current month by the SAC 207 activity. NWCF ROV A and B summaries do not directly support the NWCF FIR but are submitted as part of the NWCF return because they provide information on the use of ROV funds by the activity. Each summary consists of credit and debit parts which must always be equal.

a. **NWCF ROV A Summaries (Report 07).** All transactions with a ROV A summary indicator in the Availability Data File (ADF) will appear on the ROV A Summary. A ROV A summary indicator is assigned when the benefiting ship is under a different Fleet or Type Commanders than the tender, or is in a FYDP for which the tender has not been granted an ROV OPTAR. The ROV A summary is used to make actual cost adjustments to the records of the activities involved and to the records of the appropriate Fleet Commander or FYDP. The ROV costs are charged to the Fleet Commander or FYDP that received the benefit and credited to the Fleet Commander or FYDP that was initially charged.

b. **NWCF ROV B Summaries (Report 08).** All transactions with a ROV B summary indicator in the Availability Data File (ADF) will appear on the ROV B Summary. A ROV B summary indicator is assigned when the benefiting ship has the same Fleet or Type Commander as the tender, and is in a FYDP for which the tender has been granted an ROV OPTAR. Since the requisitioning activity and the benefiting activity are funded by the same Fleet Commander, the appropriate Fleet Commander and FYDP funds have already been charged on the original requisition document. Therefore, DFAS needs only to adjust its records so that the cost is charged to the benefiting activity and credited to the requisitioning activity. This is done using the ROV B summary and is called a statistical charge.

3. **FORMAT.** There are four different summaries: NWCF ROV A Summary, NWCF ROV A End-use Summary, NWCF ROV B Summary and NWCF ROV B End-use Summary. The end-use summaries contain only services (cog 99). Each summary consists of a NAVCOMPT Form 176 Simulated for Charges, a NAVCOMPT Form 176 Simulated for Credits, a Detail Listing for Charges, and a Detail Listing for Credits (see samples Appendix 15). The NAVCOMPT Form 176 Simulated listings summarize transactions by UIC and fund code for each tended ship. The Detail Listings are identical to the NAVCOMPT Form 176 Simulated, except that complete document numbers are assigned by SUADPS-RT.

4. **REVIEW AND ACTION.** Reports 07 and 08 will be audited using the Financial Reports Audit contained in Appendix 32. Supply and financial personnel will also review each detailed record to ensure that the chargeable accounting data is correct and that each UIC has been included in the proper summary. The credits section will be reviewed to ensure that the accounting data is correct.

9528 NAVCOMPT FORM 2051 MESSAGE REPORT (REPORT 09)

1. **DESCRIPTION.** The NAVCOMPT Form 2051 Message Report of Charges and Credits (Report 09) is a monthly report of all NWCF material charges and credits. Each SAC 207 activity is required to submit, by the first calendar day of the month following the report month, a Report 09 to the appropriate DFAS (see sample Appendix 15). An activity in the immediate vicinity of their DFAS is not required to submit a message report if hand delivery of the financial returns can be accomplished by the third calendar day of the month. All other activities will submit a message report even though the returns are mailed in sufficient time to arrive at DFAS by the third calendar day of the month.

2. **REVIEW AND ACTION.** Report 09 will be audited using the Financial Reports Audit contained in Appendix 32. Supply and financial personnel will also verify that total charges and credits to the OPTAR equal the total charges and credits to the NWCF, and that all accounting data for charges and credits is correct.

3. **SYSTEM FAILURE PROCEDURES.** In the event of system failure, the NAVCOMPT Form 2051 Message Report must be prepared manually. Values to be reported are obtained from the expenditure, DTO receipt, and turn-in files. Documents will initially be sorted by fiscal year and chargeable appropriation applicable to end-use fund code. The values to be reported will be obtained as follows:

a. **Part I Charges and Credits to OPTAR:**

(1) **Authorized Charges.** This represents the value of documents in the DTO receipt and expenditure files.

(2) **Authorized Credits.** This is the money value of documents in the Turn-in file.

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b. PART II Credits and Charges to Navy Stock Fund. Before these values can be obtained, the documents in the DTO receipt, expenditure, and turn-in files must be sorted by cognizance symbol for reporting by NWCF Budget Project (see par. 1210-3).

(1) Authorized Credits. This is the value of the resorted documents in the DTO receipt and expenditure files. The total must equal the value of authorized charges in Part I.

(2) Authorized Charges. This is the value of the resorted documents in the Turn-in File. The total by NSF budget projects must equal the value of authorized credits in Part I.

9529 OPTAR DOCUMENT TRANSMITTAL REPORT (REPORT 20)

1. DESCRIPTION. Report 20 consists of the OPTAR Document Transmittal Report (NAVCOMPT Form 2156) and the Unfilled Order Summary. Report 20 is used to submit unfilled orders (obligations) and confirmed cancellations for material and services to DFAS on a monthly basis. The NAVCOMPT Form 2156 must be signed by the supply officer and will be submitted to DFAS with the Unfilled Order Summary. Report 20 will be produced for OPTARs as follows:

- a. S&E OPTAR - cog 99 services only
- b. AOM OPTAR - cog 99 services only
- c. Reimbursable OPTAR - all unfilled orders (materials and services)
- d. FLTOPS OPTAR - all unfilled orders (materials and services) excluding aviation fuel

2. FORMAT. The format for the NAVCOMPT Form 2156 portion of Report 20 is shown in par. 9201. The format of the Unfilled Order Summary portion of Report 20 is as follows (see samples Appendix 15):

Caption Explanation

DI	Transactions are identified by a Z in the first position of the DI for a chargeable order and an X in the first position of the DI for the confirmed cancellation of a chargeable order. The second and third positions of the DI remain the same as in the original transaction record processed by SUADPS-RT.
RI	Routing Identifier indicating the activity that is to receive the document.
MSC	The media and status code assigned to the requisition.
NSN	The NSN, part number or annotation contained in the requisition.
UI	Unit of issue.
QTY	Quantity requested or C9999 for a continuing service.
DN	Document number assigned.
TEC	The type equipment code identified to a specific aircraft. It will appear on AOM and FLTOPS reports only (USID C and M activities).
DMD	Demand Code.

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<u>Caption</u>	<u>Explanation</u>
SIG	Signal code.
FC	This block is the chargeable fund code.
COG	Except for FLTOPS and reimbursable OPTARs, the cognizance symbol cog will always be 99.
PRJ	Project code.
PRI	Priority.
ADV	Advice code.
TN	The transmittal number which is consecutively assigned by the computer for the current and two prior fiscal years.
FY	Fiscal year. Financial personnel must ensure that the correct fiscal year is being used when preparing reports. SUADPS produces Unfilled Order Summaries for the current and two prior fiscal years.
MONEY VALUE	The total money value of each X and Z transaction. Money values with one asterisk (*) indicate the total of a fund code. Money values with two asterisks (**) indicate a total of X credits for cancellations and a total of Z obligations. Money values with three asterisks (***) indicate the grand total of all Z (obligations) minus all X (credits for cancellations) transactions.

9530 BUDGET REPORTS (REPORT 21)

1. DESCRIPTION. Weekly and monthly prints of Report 21 are generated internally to facilitate a review of the OPTAR's status prior to submission of official Budget OPTAR Reports (BOR). The Budget Report (Report 21) is made up of the Division Budget Report, the Department Budget Report, and the Commanding Officer's Budget Report (see samples Appendix 15).

2. DIVISION BUDGET REPORT.

a. Format. The Division Budget Report is produced for each division and each supported unit to provide division officers with listings of detailed transactions for their particular divisions. If the divisions are allocated S&E or AOM funds, a divisional budget report is produced for each two-digit serial number department or division code assigned by the activity. A divisional budget report is also produced for each supported squadron (FLTOPS funds). A summary of the opening and closing balances on the allocations, obligations, and available balances is shown on the divisional budget report. The opening balance should equal the closing balance from the last financial update. The report's captions are as follows:

<u>Caption</u>	<u>Explanation</u>
Allocations	Cumulative total of OPTAR Grants received for the year.
Obligations	Value of all outstanding DTO requisitions. For USID C & M activities the value will also include outstanding stock requisitions for 7_ cog DLR material.

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<u>Caption</u>	<u>Explanation</u>
Year-to-date	Cumulative value of all material issued
Expenditures	Value of chargeable material issued from stock and DTO receipts. For USID C & M activities the value will also include receipts of stock requisitions for 7_ cog DLR material.
Stock Issues	Cumulative value of end-use DLR material issued from stock. The grand total of this caption will be zero since a charge is made to the receiving division, department, or UIC, and a credit is made to the end-use stock department.
JC Credits	Cumulative value of DLR material transferred to nonsupported units. Values will appear against the end-use stock department (USID C and M only).
Gross Adjusted Obligations	Current values of obligations plus year-to-date expenditures.
Available Balance	Allocations minus gross adjusted obligations.

b. Contents. Each weekly report details the transactions which have successfully processed since the last weekly report. Transactions for the SAC 207 activity are listed in serial number sequence within Julian date. Supported unit transactions are listed in serial number sequence without regard to Julian date. Transactions for APA type material listed on Report 21 are for information purposes only and have no effect on budget totals. Transactions appearing are as follows:

- (1) Allocations;
- (2) Obligations;
- (3) Expenditures (MOV receipts for services (cog 99) will appear on a Report 21, but will not be included in the expenditure value);
- (4) Adjustments;
- (5) Cancellations (AE_ with cancellation status);

c. End of the Month Division Budget Report. The divisional budget report produced at the end of the month will list the last weekly transactions separately and, in addition, will list the cumulative transactions for the month. Each division will be listed on a separate page. This report provides each division officer with information on the status of the divisional budget. Financial personnel must review the listing for large dollar value transactions that may have been erroneously processed and must take appropriate corrective action. Financial personnel will also file the listing in an update folder and furnish a copy to each division. The divisional supply petty officer must check this copy and report errors to financial personnel. A breakdown of the transactions involved in the Divisional Budget Report 21 is shown in the following subparagraphs:

3. DEPARTMENT BUDGET REPORT (REPORT 21). A departmental budget report is produced for each department, squadron, or reimbursable OPTAR. This report is a management tool used by department heads to maintain departmental funds. It shows the opening and closing balances for allocations, obligations, year-to-date expenditures, stock issues, JC credits, gross adjusted obligations, and available balances for each division plus a grand total for the department.

4. COMMANDING OFFICER'S BUDGET REPORT 21. The Commanding Officer's Budget Report 21 is a summary of all departmental reports. It provides the information required to determine the budget status of the activity. The report reflects opening and closing entries with the same captions as the departmental budget report. A grand total is shown for each OPTAR. At the discretion of the Commanding Officer, funds may be transferred from one department to another as the need arises. Particular attention must be paid to this report to prevent over-expenditure of funds.

5. DETERMINATION OF OPENING AND CLOSING BALANCES. Report 21 provides a summary of opening and closing balances for the following:

- a. Allocations - the allocations (X50s) received and posted to SUADPS for the fiscal year for this division;
- b. Obligations - the value of all DTO requisitions (A0_s) still outstanding (cog 99 will always remain an obligation, whether outstanding or complete - expenditure accounting for cog 99 is performed at DFAS while the expenditure accounting for all non-cog 99 is performed by SUADPS-RT);
- c. Year to Date Expenditures - all the expenditures for the fiscal year such as issues, DTO Receipts, and SFOEDL Differences (cog 99 receipts for services will not post to the expenditure side since DAO performs the expenditure accounting for these);
- d. Stock Issues - this is the cumulative value of end-use DLR material issued from stock (the grand total of this caption will be zero since a charge is made to the receiving division, department, or UIC and credit is made to the end-use stock department);
- e. JC Credits - this is the cumulative value of DLR material transferred to nonsupported units (values will appear against the end-use stock department, USIDs C and M only);
- f. Gross Adjusted Obligations - the cumulative value of all obligations plus expenditures processed for the current fiscal year;
- g. Available Balance - the remaining OPTAR funds available for obligation or expenditure.

6. REPORT 21 RECONCILIATION. In order to bring the divisional/unit Requisition/OPTAR Logs into agreement with a ship's official records (SUADPS-RT), divisional/unit Repair Parts Petty Officer's (RPPOs) must reconcile their OPTAR log with the monthly Report 21. This is done by matching each transaction appearing on Report 21 to the OPTAR log. This procedure will identify unprocessed or erroneously processed transaction data (i.e., quantity, NSN, price changes), as well as transactions which post to SUADPS-RT with a different price than was posted to manual records. The Memorandum OPTAR/Report 21 Reconciliation Report will be used as follows (see sample on following page):

- a. Step 1 - Cut-off Date. Enter the requisition number of the last transaction listed on the current Report 21.
- b. Step 2 - Available Balance. Enter the OPTAR log balance immediately after the cut-off transaction.
- c. Step 3 - Add/Subtract Adjustments. Enter the dollar amount of any transactions/adjustments which were posted to the OPTAR log after the cut-off date, but which are included in this Report 21.
- d. Step 4 - Add/Subtract Differences to OPTAR Grants. OPTAR grants posted before the cut-off date and not shown on Report 21 (DI X50) will be subtracted. Withdrawals of OPTAR Grants posted before the cut-off date and not shown on Report 21 (DI X50) will be added.
- e. Step 5 - Adjustments due to Report 21 Processing. When there is a dollar value difference between the Report 21 and the divisional/unit OPTAR log, a financial adjustment will be created. The RPPO will total the adjustments and post a single line entry in the OPTAR log to bring them into balance. The OPTAR log entry will indicate "Report 21 (transaction date) financial adjustment". This figure will be entered for step 5.
- f. Step 6 - Adjusted Memorandum OPTAR Balance. The total from line 2, plus or minus the total of line three, minus line 4a, plus line 4b, and plus or minus line 5 will be entered.
- g. Step 7 - Closing Available Balance. Enter the closing balance shown on the Report 21.
- h. Step 8 - Subtract Documents Not on Ship's Records. Enter the total value of documents which have not appeared on any Report 21 for the current fiscal year, up to the cut-off date.
- i. Step 9 - Adjusted Report 21 Balance. Enter the difference between lines 7 and 8.
- j. Step 10 - Difference Between Adjusted OPTAR and Adjusted Report 21. Enter the difference between the Adjusted Memorandum OPTAR Balance (line 6) and the adjusted Report 21 balance (line 9) caused by threshold or unreconciled differences. This dollar value must be posted to the OPTAR log.
- k. Step 11 - Total Value of Report 21 Challenges. Enter the total value of Report 21 challenges. Detailed information must be provided by attaching a Report 21 Challenge Sheet.
- l. Step 12 - OPTAR Allocation FYTD. Enter the total of OPTAR allocations received fiscal year-to-date.

m. Step 13 - RPPO and DO Signature. The RPPO or supported unit supply personnel and the Division Officer or Supply Officer of the supported unit will sign the report.

Memorandum OPTAR/Report 21 Reconciliation Report			
USS _____		Period covered by Report 21 _____	
Division/Unit OPTAR Log		Report 21	
Cut-off date (julian) (1) _____ and requisition serial no.		Closing available balance (7) _____ (shown on Report 21).	
Available balance after (2) _____ cut-off requisition was posted		<u>Subtract total</u> value of (8) _____ documents not on Report 21 for entire FY up to cut-off requisition.	
<u>Add/Subtract</u> (3) _____ adjustments posted in OPTAR after cut-off requisition.		Adjusted Report 21 (9) _____ balance. Item 7 minus item 8.	
<u>Subtract</u> any OPTAR Grants not shown on Report 21 (X50) before cut-off date.		<u>Difference</u> between (10) _____ Adjusted OPTAR (item 6) and Adjusted Report 21 (item 9) due to threshold/ unreconciled differences (must be posted to OPTAR).	
Ref: _____ (4a) _____			
Ref: _____ (4a) _____			
<u>Add</u> any withdrawals of funds not shown on Report 21 (X50) before cut-off date.			
Ref: _____ (4b) _____		Total value of Report 21 (11) _____ Challenges.	
<u>Add/Subtract</u> differences (5) _____ to OPTAR incident to processing this Report 21.		OPTAR Allocation FYTD (12) _____	
Adjusted Memorandum (6) _____ OPTAR Balance. Items 2 +/- 3 - 4a + 4b +/- 5.		_____ RPPO Signature	_____ DO Signature

Report 21 Challenges				
USS _____				
Period covered by Report 21 _____				
<u>Document Number</u>	<u>NSN</u>	<u>Total Price</u>	<u>Explanation of Error</u>	<u>Stock Control Action</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____

7. CHALLENGES TO REPORT 21. The divisional/unit RPPO should challenge transactions which appear erroneous. They will be submitted to the financial supervisor on a Report 21 Challenge Sheet (see sample above) for corrective action. Challenged dollar values will be posted to the division/unit OPTAR log. If research by financial personnel reveals that the challenged transaction is not valid, the correction will appear on a subsequent Report 21. Processing of these corrections should be in an expeditious manner for the activity to maintain accurate accountability. Examples of challenges that may occur are as follows:

- a. Issues that have been duplicated.
- b. Values that are different from requisition values (quantity or price errors),
- c. Report 21 shows a money value only (MVO) transaction when an obligation and a receipt transaction appeared on a previous Report 21.
- d. A cancellation is shown when the material has been received,
- e. An OPTAR adjustment appears with an erroneous increase or decrease in price,
- f. An MVO transaction of material exists for which the supported unit's financial personnel have no record,

g. Report 21 shows an A0__ with an erroneous extended money value.

8. REVIEW AND ACTION. Report 21 will be audited using the Financial Reports Audit contained in Appendix 32. Financial personnel will also review each Memorandum OPTAR/Report 21 Reconciliation Report to ensure that all transactions have been posted to SUADPS-RT and reflect accurate dollar values. The Report 21 Challenges will be researched and appropriate action will be taken on invalid transactions.

9531 END-USE DIFFERENCE BETWEEN OBLIGATED AND EXPENDED AMOUNT LISTING (REPORT 22)

1. GENERAL. The End-Use Difference Between Obligated And Expended Amount Listing (Report 22) is a listing of services (cog 99) where differences exist between obligated and expended amounts. Report 22 (see sample Appendix 15) is produced to identify transactions that will eventually appear on a SFOEDL. This listing is produced for each OPTAR held by the activity only when a money value receipt (DI X73) for services (cog 99) has processed. If no transactions occur, a negative report will be produced. It should be kept on file for a period of 36 months.

2. ONE-TIME SERVICES. When the record on the listing is for a one-time service (quantity not equal to C9999), the difference shown on the report is the value that can be expected to appear on a future SFOEDL. The financial supervisor must monitor these differences in order that sufficient OPTAR funds are available to cover additional charges or, in the event of credits, the additional available funds may be used for other requirements. Except when authorized by the type commander, adjustments to the OPTAR will not be processed based on the Report 22 record.

3. CONTINUING SERVICES. Records appearing on the listing for continuing services (quantity equal to C9999) provide the financial supervisor with the status of funds remaining for a particular continuing services requisition. These records will be processed as follows:

a. Insufficient Obligation. When the report indicates that obligated funds are insufficient to cover the current and future charges, additional funds will be obligated using the SUADPS-RT Obligations Adjustment Function.

b. Excess Obligation. When the report indicates that the remaining obligated funds are in excess of expected future charges, an obligation adjustment (DI X78) decrease will be processed. This will allow the activity to utilize these funds for other requirements and prevent large credit differences after the close of the fiscal year.

c. Completed Transaction. When it is known that the last bill related to a continuing service document has been paid, action must be taken to complete the record and deobligate remaining OPTAR funds. This is accomplished by processing an obligation adjustment (DI X78) decrease and a money value receipt (DI X73) without a suffix code.

4. SFOEDL/REPORT 22 RECONCILIATION. Each time a SFOEDL listing is received, it will be compared to the Report 22 File. Records on Report 22 will be annotated with the date of the SFOEDL. Differences that appear on Report 22 but are not included on a SFOEDL must be researched to ensure that the invoice was properly processed and forwarded for payment.

9532 DETAILED LISTING OF PRIOR FISCAL YEAR TRANSACTIONS (REPORT 23)

1. DESCRIPTION. The Detailed Listing Of Prior Fiscal Year Transactions (Report 23) takes the place of Report 21 for prior fiscal years and contains all receipts and cancellations for first and second prior fiscal years. It shows a detailed line for each transaction processed during the current period (see sample Appendix 15). A report is produced for every department and totals are not shown. The monthly report will list the previous week's transactions separately from the cumulative transactions for the month. Financial personnel should review the listing for large dollar value transactions that have processed erroneously and take corrective action if necessary. This will prevent the over-expenditure of OPTAR funds in a prior fiscal year. The original of Report 23 should be filed and retained for the remainder of the 36-month accounting cycle.

9533 MESSAGE REPORT OF CREDITS (REPORT 24)

1. GENERAL. The Message Report of Credits (Report 24) is generated by USID A and T activities to indicate that NSA RFI material has been turned in to stock and that the accumulated credits exceed \$5,000.00. The credit for this turn-in material is given to the Type Commander and is not credited to the applicable OPTAR. This credit is reported to DFAS on the monthly NAVCOMPT Form 2074 Report for Credits (Report 06), however USID A and T activities must notify their TYCOM and DFAS whenever the accumulated credit reaches or exceeds \$5,000.00. As material turn-in documents are processed by the DI 100 Function, the money value is accumulated until credits are equal to or greater than \$5,000.00. At that time, Report 24 (see sample Appendix 15) is automatically generated and the counter is reset to zero. If the dollar value of credits again reaches \$5,000.00 before the monthly reports are requested, another Report 24 is automatically generated. When a message report of credits is included in the output reports, the SAC 207 activity must prepare a message from the information on the listing for submission to the appropriate Type Commander and DFAS.

9534 BUDGET OPTAR REPORTS (REPORTS 26, 28, 41, 42 AND 47)

1. GENERAL. SUADPS-RT has the option of producing Budget OPTAR Reports (BORs) (see par. 9202) in either a simulated NAVCOMPT Form 2157 format or in a message report (see sample Appendix 15). The report format desired will be specified when the DI 100 request is completed (see par. 9520). Each activity will produce the report in the format desired by the Supply Officer and in accordance with Type Commander instructions. The following OPTAR reports will be generated based on USID:

- a. S&E (Report 47),
- b. S&E Supported Unit (Report 41),
- c. Reimbursable OPTAR (Report 42),
- d. AOM (for ship or MALS) (Report 28),
- e. FLTOPS (for ship's aircraft, squadron, or both) (Report 26).

2. REVIEW AND ACTION. When the DI 100 is produced prior to the end of the reporting month, a dummy monthly Budget OPTAR Report will be prepared reflecting the most current financial execution data. This will be used to prepare the message Budget OPTAR Report for submission to DFAS. During year end close out, SAC 207 activities may need to cut off stores issues prior to 30 September in order to meet the reporting requirements. Every effort must be made to ensure that the Budget OPTAR Report submitted for September includes all requisitions established in the fiscal year including those established after the required SAC 207 early cut-off date. BORs will be audited using the procedures described in par. 9202 and the Financial Reports Audit contained in Appendix 32.

9535 ROV AVAILABILITY COST REPORT (REPORT 46) (USID T ONLY)

1. DESCRIPTION. The ROV Availability Cost Report (Report 46) provides supply and repair officers with the material costs expended for each activity that had ROV work performed. The report will be produced for the current fiscal year only from data accumulated in the Availability Cost Report File. The report provides a separate line entry for each UIC and refit number (assigned to transaction records from the Availability Data File) and reports the obligation and expenditure values for the current month and the fiscal-year-to-date totals (see sample Appendix 15). In addition to the printed report, a magnetic tape labeled MM 3002 will be produced for input to the ships 3-M system. The printed report will be provided to supply and repair department personnel in accordance with local requirements. The submission of the report to external activities is not

9536 NWCF FINANCIAL SUMMARY (REPORT 48) (USID A, AND T ONLY)

1. DESCRIPTION. The NWCF Financial Summary Report (Report 48) provides a fund code breakdown by obligations and expenditures of the value reported on the Budget OPTAR Report under the caption Total Cumulative Gross Adjusted Obligations (see sample Appendix 15). Separate reports will be provided for the current and first prior fiscal year values for each S&E OPTAR record being maintained (own UIC and supported units). The report provides the financial supervisor with information concerning the value of outstanding requisitions (obligation value) by fund code for each S and E OPTAR. The report will be distributed in accordance with procedures developed by individual Supply Officers and applicable Type Commander directives.

Section IV: UNMATCHED LISTINGS**9540 SUMMARY FILLED ORDER EXPENDITURE DIFFERENCE LISTING (SFOEDL)**

1. GENERAL. The SFOEDL for FLTOPS OPTARs will be processed in accordance with instructions provided by the Type Commander. All others will be reviewed and processed in accordance with the procedures described in par. 9301 and the following subparagraphs. For SAC 207 activities, the SFOEDL will contain all transactions which were transmitted with an end-use fund code. This will include all services (cog 99), all Fiscal Year 98 and beyond DTO transactions, DLR 7_ cog stock transactions for USID C & M, and depot level repairable (DLR) carcass charges or credits.

2. REVIEW AND ACTION. SFOEDL differences will be posted using DI X76 (see par 9502). Differences may be batch posted using an internally assigned document number for each fund code, they may be individually posted for each line item transaction, or a combination of both. Individual posting distributes the difference charges on the SFOEDL to the appropriate receiving department and division. SFOEDL transactions will be reviewed using the Basic Requisition File, the Requisition History File, and the Suffix Document Status File. Transactions will be verified to ensure the obligation was input into SUADPS in time to reach DFAS for processing.

9541 UNFILLED ORDER LISTING (UOL)

1. GENERAL. The Unfilled Order Listing (UOL) will be reviewed and processed in accordance with the procedures described in par. 9302. For SAC 207 activities, the UOL will contain all transactions which were transmitted with an end-use fund code. This will include all services (cog 99), all Fiscal Year 98 and beyond DTO transactions, and DLR 7_ cog stock transactions for USID C & M. Transactions which have been received will be verified to ensure the receipt was input into SUADPS in time to reach DFAS for processing.

9542 NWCF UNMATCHED TRANSACTIONS

1. GENERAL. SAC 207 financial inventory returns are processed and each NWCF activity's receipt transactions are matched to transactions received from other activities. This matching process will show the unmatched and partially unmatched documents. When unmatched/partially unmatched conditions exist, the SAC 207 activity will conduct research and provide the necessary data or transaction record to correct the unmatched condition. The transactions are classified as follows:

a. Abstracts. Commercial sources submit invoices to the nearest paying office for material sold to SAC 207 activities. This office pays the invoices and forwards copies of payment vouchers to DFAS. The copies of the payment vouchers are known as abstracts and are the expenditure documents used by DFAS to match with an activity's receipts reported as FIR Code A1.

b. Billings (Interfund Bills). DLA activities, other DOD agencies, and some GSA activities process bills related to sales for material requisitioned by activities under the Interfund Billing System. DFAS receives interfund bills from these agencies and matches them to a SAC 207 activity's receipts reported as FIR codes A1, A3, and A4.

c. Summaries. Supply officers at Naval activities carrying material in the NWCF report the transfer of this material to Other Supply Officers (OSO) in their NWCF financial inventory returns. These records are referred to as OSO summaries and are the expenditure documents used by DFAS to match the receiving activity's receipts reported in FIR codes F4 and F5.

2. MATCHING PROCESS. Unmatched receipt and expenditure documents from previous months are included in the matching process. The match is accomplished by using the document number, quantity, and total dollar value cited on the documents. As a result of this matching process, the documents will fall into one of the following categories:

a. Perfectly Matched Documents. These are receipts and abstracts, billings, or summaries that match completely on document number and money value. Perfectly matched documents are not processed further by DFS and do not appear on any listings sent to SAC 207 activities.

b. Imperfectly Matched Documents (Zero Quantity Records). These are receipts and abstracts, billings, or summaries which match on document numbers and quantities, but do not match in monetary value. These imperfectly matched documents (also known as zero quantity records) will appear on the Unmatched Listing for Captions C&H or A&G with zero quantity.

c. Partially Matched Documents. These are receipts and abstracts, billings, or summaries which match on document numbers, but do not match in quantity and monetary value. Partially matched documents appear on both the Listing of Partially Matched Receipts and Abstracts/ Summaries and the Unmatched Listing for Captions C&H or A&G. On the Listing of Partially Matched Receipts and Abstracts/Summaries, both receipt and expenditure documents will be shown so that financial personnel can determine how a document became partially matched. On the C&H or A&G listings, partially matched documents will appear with only a single-line entry since DFAS computes the difference between the partially matched receipt and the expenditure and treats the difference as an unmatched document.

d. Negative Quantity Partially Matched Documents. This special category of partially matched documents occurs when DFAS's matching process results in one of the following conditions:

(1) The receipt quantity is greater than the expenditure quantity but the receipt money value is less than the expenditure value. The monetary difference is included in the C&H Unmatched Expenditures Caption with zero quantity and on the Listing of Partially Matched Receipts and Abstracts/Summaries.

(2) The receipt quantity is less than the expenditure quantity but the receipt money value is greater than the expenditure value. The monetary difference is included in the A&G Unmatched Receipts Caption with zero quantity.

e. Unmatched Documents. When the document number shown on a receipt document does not match a corresponding expenditure document, the unmatched receipt document will appear on the Unmatched Listing for Captions A&G, and the unmatched expenditure document will appear on the Unmatched Listing for Captions C&H.

9543 THRESHOLD VALUE

1. GENERAL. The costs of reviewing and processing unmatched receipts and expenditures is very high and in certain instances, exceed the benefits to the NWCF. To compensate for this and minimize efforts, certain low dollar value transactions will not appear on exception listings. Other transactions will appear on the listings but are subject to automatic adjustment as gains or losses by DFAS, if not matched within the applicable aging period.

2. LOW DOLLAR VALUE TRANSACTIONS. The following transactions are maintained on DFAS files and are included in the matching process but will not appear on any of the detailed exception reports for Captions C&H sent to SAC 207 activities. If after 9 months the transaction is still unmatched, it will be adjusted as a loss to the NWCF (FIR Code MC) as follows:

a. Unmatched OSO summaries for \$100.00 or less except when the transaction's cognizance symbol is 1Q, 9M, or 9D, or when the expenditure is identified by FIR Code P5 (bill-backs (SAC 290) and Servmart (SAC 260);

b. Partially matched OSO summaries for less than \$100.00;

c. Unmatched and partially matched abstracts and billings for less than \$100.00, except when the transaction's cognizance symbol is 1Q, 9M, or 9D.

3. ADJUSTMENT THRESHOLD. Though not relieving a SAC 207 activity of its responsibility to make every possible effort to match transactions, DFAS will automatically adjust unmatched and partially matched expenditures and receipts (to FIR codes DC or MC) in the following categories and within allowed time frames:

a. Expenditures for cognizance symbols 1Q, 9D, and 9M of less than \$100.00 in value when they are nine months old;

b. Expenditures for all other material of less than \$1,000.00 in value when they are nine months old (except class 260 Servmart and 290 billback expenditures identified by FIR Code P5 will never be adjusted);

c. Receipts for material with cognizance symbols 1Q, 9D, and 9M of less than \$100.00 in value when they are nine months old;

d. OSO receipts for other material of less than \$1,000.00 in value when they are nine months old (except class 260 Servmart receipts, FIR Code F5 will never be adjusted);

e. Receipts other than OSO for material (except 1Q, 9D, and 9M cogs) of less than \$1,000.00 in value when they are 9 months old;

f. Receipts other than OSO for material (except 1Q, 9D, and 9M cogs) with a value of \$1,000.00 or more when they are 12 months old;

g. Imperfectly matched (0 quantity records) expenditures and receipts with a value greater than \$1,000.00 but less than \$10,000.00 (\$50,000 for COMNAVAIRPAC units) with the following exceptions:

- (1) The cognizance symbol is 1Q, 9D, or 9M,
- (2) Caption G receipts from purchase,
- (3) Caption H abstracts for material from commercial sources.

The adjustment of eligible imperfectly matched (0 quantity records) will be performed manually by DFAS during the month following the month in which the imperfect match occurred.

9544 NWCF UNMATCHED LISTINGS

1. GENERAL. Unmatched and partially unmatched transactions will be sent to the SAC 207 activity for research and correction on NWCF Unmatched Listings as listed below. These listings (with annotations as to action taken) will be retained for a period of at least one year. They will be used for reference and comparison purposes by the SAC 207 activity and Type Commander assistance teams.

a. Unmatched Listing For Captions C&H. This report provides a listing of all unmatched and partially matched expenditures (abstracts, billings, or summaries) currently on DFAS's files which are or may become overaged if the appropriate corrective action is not taken. A record on the unmatched expenditure and receipt tape will be provided for each expenditure transaction on the listing.

b. Listing Of Partially Matched Receipts And Abstracts Or Summaries. This listing informs the SAC 207 activity of those expenditures which became partially matched during the monthly reconciliation cycle. A transaction record will also appear on the Unmatched Listing for Captions C&H for the unmatched quantity and monetary value. This listing should be reviewed for possible duplicate payments.

c. Follow-Up Listing For Captions C&H. A separate listing will be provided for each caption code that provides a record of the above-threshold unmatched and partially matched expenditures which became six months old during the report month. Failure to properly process these records will cause them to be included in the overaged category when they are nine months old. Each transaction appearing on the listings will also appear on the Unmatched Listing for Captions C&H and records will therefore be included on the magnetic tape. Follow-up listings are not cumulative and records will appear only on the report for the month in which the unmatched transaction becomes six months old.

d. Adjustment Listing for Captions C&H. A separate report will be provided for each caption code. This listing contains the below threshold unmatched and partially unmatched expenditures that became overaged during the monthly reconciliation cycle. The expenditures listed have been charged to the activity's SAC 207 account as losses to the NWCF. An adjustment record will be provided on the DFAS tape for each expenditure listed.

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e. Unmatched Listing For Captions A&G. This is a listing of all receipts reported to DFAS by the SAC 207 activity that have not matched or that have partially matched with an expenditure record. A record for each receipt listed will be included on the magnetic tape received from DFAS.

f. Follow-Up Listing For Unmatched OSO Receipts (Caption A). This listing provides a record for each above-threshold OSO receipt that became six months old during the monthly reconciliation process. A record for each of these receipts also appears on the Unmatched Listing for Captions A&G and is included on the magnetic tape.

g. Listing Of NAVSUP Form 1162 Records. This listing is provided to inform the SAC 207 activity of end-use charges included in a monthly Report 06 (see par. 9525) that were later challenged by the receiving activity. The charges have been billed back to the SAC 207 account and will appear on the Unmatched Listing for Captions C&H. They are identified on the C&H listing by the notation 290 in the stock number field and by FIR Code P5.

9545 PRIORITIES FOR PROCESSING NWCF UNMATCHED TRANSACTIONS

1. GENERAL. The prioritizing of transactions to be processed will ensure that the goal of reducing overaged records to the lowest level possible is achieved and that available personnel attain the maximum reduction in the value of total unmatched conditions. Each transaction on a NWCF Unmatched Listing is identified by the month it was originally processed by DFAS and the caption code. The processing of unmatched and partially unmatched receipt and expenditure transactions will be accomplished by SAC 207 activities in the following sequence:

a. C4/H4 (summaries, abstracts, or billings unmatched for 9 months or more) and A4 (OSO receipts unmatched for 9 months or more) which appeared on previous follow-up listings but to date have not been researched and resolved;

b. C1/H1 (summaries, abstracts, or billings unmatched for less than 9 months) and A1 (OSO receipts unmatched for less than 9 months) listed on the current and two previous months follow-up listings which are 6-8 months old;

c. C2/H2 (summaries, abstracts, or billings partially matched for less than 9 months), C5/H5 (summaries, abstracts, or billings partially matched 9 months or more), A2/G2 (OSO and other receipts partially matched for less than 9 months), and A5 (OSO receipts partially matched for 9 months or more);

d. C1/H1 five months old by descending money value;

e. A1 five months old and G1 (receipts other than OSO unmatched for less than 9 months) 5 to 8 months old by descending money value,

f. C1/H1 and A1/G1 that are four months old by descending money value.

g. Unmatched transactions less than four months old will not be processed to allow for delays in submission of receipt and expenditure records by the various activities and for processing of transactions by DFAS.

9546 RESEARCH AND PROCESSING AIDS

1. GENERAL. Within SUADPS-RT, various files and listings are available to assist financial personnel in processing the various NWCF Unmatched Listings received from DFAS. The following records, logs, listings, and files should be available to all personnel involved in the research and correction of unmatched expenditures and receipts.

a. Detailed Listings Produced By UNMEX Processing. Unmatched expenditure and receipt reconciliation detailed listings are produced by the SUADPS-RT Unmatched Stock Fund Expenditure Processing Function (see par. 9547).

b. Receipt History File. The Receipt History File (see par. 9514) contains all receipts included in monthly NWCF receipt reports to DFAS.

c. Stock Control History File. The Stock Control History File (see par. 6821) contains hard copy receipt documents for material that has been received. The documents are used by financial personnel to verify the accuracy of receipt data reported to DFAS.

d. Inventory Adjustments Reports. The Inventory Adjustment Report (Report 34, see par. 6859) provides financial personnel with a record of all inventory gains, losses, and surveys processed during the report month. During research and reconciliation of unmatched receipts and expenditures, these inventory adjustments and surveys may require reversal action to maintain BMF record validity.

e. Transaction Ledger Files. SUADPS-RT transaction ledger files are maintained online and provide a history of transactions processed for a particular stock number or for an individual document number. The files provide financial personnel with a means to determine if action has been taken on a particular record since the UNMEX Detailed Listing was produced or to obtain a complete history of transactions related to a particular NSN or document number.

f. Off-Line Stock Requisition Number Logs. This log should contain an entry for every stock requisition prepared manually. It is useful for identifying valid unmatched expenditures that occur because stock requisitions and subsequent receipts were not recorded in SUADPS-RT files.

g. Department/Division Document Number Logs. These logs are maintained by the Supply Department or by individual work centers in accordance with local procedures. They provide, in some instances, the only record available of manually prepared DTO procurement documents not properly recorded in SUADPS-RT files. Financial personnel may find it necessary to review these logs to resolve unmatched expenditures for DTO documents.

9547 UNMATCHED STOCK FUND EXPENDITURE PROCESSING (UNMEX)

1. DESCRIPTION. Each month DFAS will produce, for each SAC 207 activity, a magnetic UNMEX tape containing records of unmatched expenditures, unmatched receipts, and adjustments made for below threshold unmatched documents. In addition to the magnetic tape, each activity will receive printed reports that list the individual transactions recorded on tape. The UNMEX programs aid in the processing of the unmatched receipt and expenditure records. Instructions for UNMEX processing are contained in the SUADPS-RT Support Procedures, Volume III, Chapter 4. The UNMEX function is divided into four phases as explained in the following subparagraphs. Upon completion of research and corrective action, the listings produced by the UNMEX process will be grouped together and retained for a minimum of 6 months. Listings to be retained are as follows:

- a. UNMEX Processing Summary Report (UMF phase).
- b. Unmatched Expenditure/Adjustment Report (UMX phase).
- c. Adjustment Cancellation Report (UMX phase).
- d. Unmatched Expenditure Report (UME phase) (consists of an UNMEX Reconciliation Selectors Report, an UNMEX Reconciliation Detail Listing, and an UNMEX Reconciliation Management Report).
- e. Unmatched Receipt Report (UMR phase) (consists of an Unmatched Receipt Reconciliation Selectors Report and an Unmatched Receipt Reconciliation Detail Listing).

2. CONVERT DFAS TAPE (UMF). During UMF processing, the data on the magnetic tape is divided into three categories, and two magnetic tapes (Unmatched Expenditures/Adjustments and Unmatched Receipts) are produced as input to the processing steps. Upon completion of UMF processing, a printed report titled UNMEX Processing Summary Report will be produced (see Appendix 15). The financial supervisor must compare the record counts on this report with the record counts provided at the end of the Unmatched Listing for Captions C&H and the Unmatched Listing for Captions A&G. If the record counts are not equal, the FAS and ADP supervisors must be informed and the discrepancy must be resolved. Differences that cannot be accounted for must be reported by message to DFAS and to SPAWARSSYSCEN for assistance and resolution. In most cases, the record counts will agree and the financial supervisor will request the UMX phase of UNMEX processing.

3. PROCESS UNMATCHED EXPENDITURES AND ADJUSTMENTS (UMX). UMX programs are used to process the unmatched expenditures and adjustments tape created by UMF processing. The tape records will be matched to SUADPS-RT requisition files (i.e., BRF, RSF, and RHF) for processing as follows:

a. Unmatched Expenditure Records. The unmatched expenditure records (listed on the Unmatched Listing for Captions C&H) are matched against the BRF, RSF, and RHF. An output tape will be created for each record combining the data provided by DFAS with data contained in SUADPS-RT requisition files. This tape will be retained by ADP and will be used during the UME phase of UNMEX processing. In addition, a record for each transaction will be established in the SUADPS-RT Suspense File. Material or MVO receipt (DI X71 and X73) records will be written to the Suspense File when a match occurs on BRF or RSF records. When a match occurs on RHF records or when there is no matching record in the activity's data base, a Stock Fund Transaction Adjustment Record (DI X77) will be added to the Suspense File. Suspense file records may be used later in the processing cycle to update the SUADPS-RT data base and provide feedback to DFAS in the form of Report 04.

b. Adjustment Records. Each adjustment record (listed on the Adjustment Listing for Captions C&H) is matched against the SUADPS-RT Basic Requisition File (BRF) and, if a match occurs on a BRF record with a quantity outstanding, a cancellation record (DI AE1) is established in the Batch Input File (UMXAEC). The cancellation record will contain an RX status code and, when processed by SUADPS-RT, will cancel the outstanding quantity. Unmatched records or matched records already completed, will not process further.

c. UMX Reports. Upon completion of UMX processing, two reports will be produced. The Unmatched Expenditure/Adjustment Report will be compared with the UNMEX Processing Summary Report to ensure that applicable record counts agree. Differences must be resolved before the next phase (UME) of UNMEX processing is requested. The second report titled the Adjustment Cancellation Report is a detailed listing of the cancellation records generated during UMX processing. The total records listed must agree with the Cancellation Created Caption on the Unmatched Expenditure/Adjustment Report. Upon completion of the audit and after reports are determined to be correct, the financial supervisor will send the Adjustment Cancellation Report to the QA division or receipt section for processing. The financial supervisor will also prepare the request for the UME phase of UNMEX processing.

4. UNMATCHED EXPENDITURE REPORT (UME). Processing in this phase of UNMEX will produce the Unmatched Expenditure (UNMEX) Report that financial personnel will use to research unmatched and partially matched expenditures appearing on the Caption C&H listing. The unmatched expenditure tape created by UMX processing is used as input to UME processing. Records will be selected from the tape based on the options selected by the financial supervisor. UME processing may be repeated as necessary to produce tailored listings for different categories of unmatched and partially unmatched expenditures. The report is produced in three parts: an UNMEX Reconciliation Selectors Report, an UNMEX Reconciliation Detail Listing (UERDL), and an UNMEX Reconciliation Management Report.

a. Detailed Listings. A suggested schedule for the production of listings used to satisfy the priority requirements for transaction processing specified in par. 9547 is detailed below:

(1) A listing of aged and overaged DTO records (SUADPS-RT Overaged Option) in document number sequence - these records have highest priority due to their impact on OPTAR accounts of the activity in addition to their effect in reducing the value of the overaged category;

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(2) A listing of aged and overaged stock records (SUADPS-RT Overaged Option) in document number sequence;

(3) A listing of all partially matched records less than nine months old - records nine months old and older will be included on the overaged stock and DTO listings;

(4) A listing of all records in NIIN sequence;

(5) A listing of all records over three but less than six months old will be produced as resources permit; resolving these records as early as possible will prevent them from appearing on follow-up listings, from possibly being included in the overaged category in future months, or from being adjusted automatically by DFAS.

b. Report Format. The UERDL Report will display the records selected from DFAS's unmatched expenditure tape and the matching records from the activity's BRF, SDS, RSF, or RHF. Each record will also be assigned a message as follows:

(1) RQN File DN Match - X71 or X73 Provided. This message indicates that the DFAS expenditure record matched a record in the SUADPS-RT Basic Requisition File (BRF) and that a material (X71) or money value (X73) receipt record was established in the Suspense File.

(2) RHF File DN Match - X77 Provided. This message is assigned when the DFAS expenditure record matched a record in the SUADPS-RT Requisition History File (RHF). A DBOF transaction adjustment record (X77) will be established in the Suspense File.

(3) No Match - X77 Provided. The no-match message indicates that the DFAS expenditure record did not match a record in either the SUADPS-RT BRF or RHF. A NWCF transaction adjustment record (X77) will be established in the Suspense File.

(4) Dupe on DFAS File - No Processing Aid Provided. This message indicates that there are multiple expenditure records with the same document number on DFAS's tape. The initial record on the listing for the document number must be reviewed to determine if a matching record was found in SUADPS-RT requisition files.

c. Report Review. Each listing will be reviewed by the financial supervisor to verify that the proper records were selected and subsequently distributed to financial personnel for research. Included with each detailed listing will be a management report listing. This report will be retained by the supervisor and will provide a summary by record counts and money values of DTO records on the listing. DTO records are summarized by applicable fiscal year, and supervisors can use this data to measure the impact of processing unmatched transactions on the OPTAR's balance.

5. UNMATCHED RECEIPT REPORT (UMR). The UMR phase produces the Unmatched Receipt Report from the receipt tape during the UMX processing phase. Numerous options are included in SUADPS-RT to select the receipt records to be included and the sequence in which the report will be produced. UMR processing may be repeated as necessary to produce tailored listings for different categories of unmatched and partially matched receipts. The Unmatched Receipt Report will be produced in two parts, an Unmatched Receipt Reconciliation Selectors Report and an Unmatched Receipt Reconciliation Detail Listing (URRDL). After review by the financial supervisor, the listings will be distributed to financial or QA division

personnel for research and corrective action. The individual listings produced should, at a minimum, include the following to satisfy the priority requirements for transaction processing specified in par. 9545:

- a. A listing of all DTO aged and overaged OSO receipts (SUADPS-RT Overaged Option) in document number sequence,
- b. A listing of all stock aged and overaged OSO receipts (SUADPS-RT Overaged Option) in document number sequence,
- c. A listing of all partially matched receipts in document number sequence,
- d. A listing of all receipts with a money value greater than \$1,000.00 in NIIN sequence,
- e. A listing of all records at least three but less than six months old (optional).

9548 RESEARCH PROCEDURES FOR UNMATCHED EXPENDITURES

1. GENERAL. Each Unmatched Expenditure Reconciliation Detail Listing (UERDL) will be compared to the listing for the previous month to eliminate duplication of effort and identify records that may require a review of previous or additional follow-up actions. DFAS listings may not reflect previous actions due to time frames in the processing cycle and delays in receiving a response to a challenged expenditure. The listing will be annotated with the previous actions taken and the dates accomplished.

2. CLASS 290 BILL-BACK EXPENDITURES. UERDL records with 290 in the first three positions of the stock number field will be reviewed. These are bill-backs from DFAS to the SAC 207 activity for end-use charges challenged by other activities or by the SAC 207 activity as a result of processing the SFOEDL. Each of these records has appeared on a listing of NAVSUP Form 1162 records and should have been resolved previously. Records not worked previously will be processed in accordance with the instructions provided in par. 9552. Upon completion, the listing will be annotated with the actions taken and the dates accomplished.

3. COMPARISON TO UNMATCHED RECEIPTS. Each record on a UERDL will be reviewed to identify unmatched expenditures assigned a no-match message. These will be compared to the Unmatched Receipt Reconciliation Detail Listing (URRDL) in NIIN sequence for a receipt that matches the expenditures quantity and money value. In some instances, receipts for the same item (NIIN) will be identified that do not match exactly and must be researched further. The original receipt document will be located in the Stock Control History File and compared to unmatched receipt and expenditure records. A determination should be made as to whether there are changes or errors that would prevent the receipt and expenditure from matching. In some instances, matching records in this manner will be based on personal judgments and experience levels of the personnel involved. The financial supervisor and manager should review all action taken in these situations. When a match condition is identified, the receipt document number to which the expenditure is to be matched will be annotated on the UERDL. A letter request will be submitted to DFAS requesting that the applicable documents be matched. No SUADPS-RT processing is required.

4. RESEARCHING NO MATCH RECORDS. The remaining unmatched expenditures on a UERDL assigned a no-match message will require research using the aids listed in par 9546. In addition, a spot inventory request will be initiated when the expenditure document number is in the stock series. The results of the research and inventory will be annotated on the UERDL for later SUADPS-RT processing or preparation of the challenge document. The research conducted must be thorough enough to determine the following:

- a. The material was or was not ordered by the activity,
- b. The material was or was not received by the activity,
- c. An inventory adjustment to the BMF on hand is or is not required for stock material due to previous inventory adjustment.

5. RESEARCHING PARTIALLY MATCHED EXPENDITURE RECORDS. Partially matched records are identified on the UERDL by DFAS codes C2 and H2 or C5 and H5. Partially matched records occur when the value of a receipt reported by a SAC 207 activity is less than the value of the expenditure reported by the issuing or paying activity. Only the difference between the expenditure and the receipt will be included on the UERDL. The listing of partially matched receipts and abstracts or summaries will provide the detailed records for each receipt and expenditure processed by DFAS. Research must be accomplished using the applicable aids listed in par. 9546 to determine the cause of the unmatched condition. The results of the research, and the spot inventory when required, will be annotated on the listing for later SUADPS-RT processing or for the preparation of a challenge document (see par. 9553). The following are common causes for unmatched conditions:

- a. Expenditure unit price and/or quantity does not match the receipt document - expenditure is erroneous, the listing will be annotated Challenge;
- b. Expenditure was duplicated by the issuing or paying activity - the listing will be annotated Challenge;
- c. Multiple or duplicate shipments provided by the supply system were not all received or reported by the SAC 207 activity - a spot inventory for stock material will be required, the listing will be annotated Receipt required for quantity;
- d. The receipt unit price or quantity (or both) does not match the receipt document - receipt report is erroneous;
- e. The payment voucher for multiple open purchase items was processed under a single document number; receipts for remaining document numbers will appear on the Unmatched Listing for Captions A&G - the listing will be annotated: Matched to document number on A&G Listing, a follow-up letter to DFAS is required.

6. UNMATCHED EXPENDITURE RECORDS. Unmatched expenditures occur when the SAC 207 activity does not report a receipt for the expenditure document number. These transactions are identified on the UERDL by DFAS Codes C1 and H1 or C4 and H4. Research is required to determine the cause of the unmatched condition using the aids listed in par. 9546. The results of the research, and the spot inventory when required, will be annotated on the UERDL for later SUADPS-RT processing or for the preparation of a challenge document (see par. 9553). The cause of the unmatched expenditure will usually be one of the following:

- a. Material was received but not processed in SUADPS and not reported to DFAS - the listing will be annotated Receipt required for _____ (quantity);
- b. Material was ordered and shipped, but not received by the SAC 207 activity - based on status and expenditure data, the listing will be annotated outstanding or lost in shipment;
- c. Requisition has been internally canceled, but the material was received though it was not recorded in SUADPS-RT nor was it reported to DFAS - the listing will be annotated Receipt required for qty _____;
- d. Material was received, processed in SUADPS-RT, and reported to DFAS in a return later than the returns in the current month's reconciliation cycle - the listing will be annotated Receipt reported _____ (month).

7. RESEARCHING CREDIT EXPENDITURES. Unmatched credit summaries usually occur because the original expenditure matched a receipt submitted by the SAC 207 activity, was adjusted by DFAS, or was never processed or received by DFAS. Research must be conducted to determine if a receipt was reported incorrectly. When stock material is involved, a spot inventory of the item will be conducted to verify the current on-hand quantity recorded in the Basic Material File. The listing will be annotated "Process a credit receipt" or "Prepare a letter to DFAS" (requesting that these records be adjusted).

8. RESEARCHING RECORDS FLAGGED DUPE DN ON DFAS FILES. This message indicates that multiple expenditure records have been received and established on DFAS's file. This condition will result when multiple or duplicate shipments of material were provided by one or more shipping activities. Financial personnel must refer to the Unmatched Listing for Captions C&H to determine the total unmatched condition. Research will then be conducted using the aids listed in par. 9546. The listing will be annotated as appropriate for later processing. A suspense file record will not be produced for duplicated records. Recording in SUADPS-RT will be accomplished using the appropriate receipt or adjustment function. When debit and credit expenditures for different money values are included on the Unmatched Listing for Captions C&H for the same document number, a letter will be forwarded to DFAS requesting manual matching of these records.

9. EXPENDITURES CONSIDERED INVALID. Upon completion of research, any unmatched expenditure that cannot be identified or that is otherwise considered invalid will be challenged in accordance with the instructions in par. 9553. DFAS will be provided with all documentation for challenged expenditures and will be responsible for monitoring and initiating follow-up action when a response is not received within a reasonable period of time. Expenditures may be considered invalid for any of the following reasons:

a. No material was ordered or received under the expenditures document number and it could not be crossed to any other valid document number (for which a receipt has or will be reported),

b. Duplicate or multiple charges were received for the same material,

c. The quantity and money value cited in the expenditure document does not match the actual receipt document (quantity error),

d. The money value cited in the expenditure document does not match the actual receipt document (unit price error).

10. EXPENDITURES THAT CANNOT BE RECONCILED. SAC 207 activities are authorized to request, by letter, that DFAS adjust unmatched and partially matched expenditures when the expenditure has been unmatched or partially matched for one year or more. Every possible effort must first be made to reconcile the transaction by means of research using the aids described in par. 9546, a NAVCOMPT Form 168, or a letter requesting proof of delivery or credit. DFAS will adjust and charge DTO expenditures older than the second prior fiscal year to the appropriate successor (M) account. A copy of the receipt document annotated with the applicable end-use fund code will be submitted with the letter. Other expenditures that are adjusted by DFAS will be charged as losses to the NWCF.

9549 SUSPENSE FILE PROCESSING FOR UNMATCHED EXPENDITURES

1. GENERAL. Upon completing the processing of a particular listing or category of unmatched expenditures, the indicated action must be recorded in SUADPS-RT files. In some instances, suspense file records established by UNMEX UMX processing will be used to accomplish the recording of receipts. In other cases, additional SUADPS-RT functions will be required to complete the transaction and maintain the accuracy of SUADPS-RT files and reports. Suspense file records will consist of material receipts (DI X71), money value receipts (DI X73), or stock fund transaction adjustment records (DI X77). Records in the Suspense File will be viewed, and appropriate data will be recorded in accordance with the instructions provided in the SUADPS-RT Support Procedures, Volume II, Chapter 2; Volume 1, Chapter 5; and Volume III, Chapter 4. Before processing suspense file records, the financial supervisor will review each UERDL and approve the actions to be taken as indicated by the remarks annotated during the research phase. Suspense records for unmatched expenditures that cannot be identified or that are to be challenged for other reasons will be deleted.

2. PROCESSING SUSPENSE FILE RECEIPT RECORDS (DI X71 and X73). Suspense file material receipt records are used to process receipt data for records on the Basic Requisition File when research indicates that material was received and not reported. The data elements and instructions for processing receipts from the various supply sources (DLA, GSA, open purchase, NSA) are provided in the SUADPS-RT Support Procedures, Volume II, Chapter 5. Processing corrections to erroneous receipts that resulted in partially matched expenditures (i.e., the receipt data reported does not match the receipt document) will be accomplished in two steps, the original erroneous receipt will be reversed then the correct receipt data will be recorded. Unmatched expenditures will only require that a receipt be processed. SUADPS-RT programs will create additional adjustments necessary due to cognizance symbol or price difference between the Basic Material File and the receipt transaction.

a. DTO Material. In some instances, the processing of DTO receipts may require the use of receipt override codes (see Appendix 4 of the SUADPS-RT Support Procedures) that will result in charges to the activity's or supported unit's OPTAR. The financial supervisor must monitor the total value of these charges so that over obligation of available OPTAR funds can be prevented or, failing that, reported to the appropriate type commander with a request for additional funds or guidance.

b. Stock Material. The primary concern when processing stock receipts is to maintain the accuracy of the BMF on hand quantity. Previous inventory gains that occurred because of the unprocessed receipt must be reversed. The results of spot inventories will be processed after the receipts are processed, and resulting adjustments will be researched.

3. PROCESSING SUSPENSE FILE STOCK FUND TRANSACTION ADJUSTMENTS (DI X77). Suspense file records in DI X77 format are provided for requisitions already completed and retired to the Requisition History file (RHF) or for requisitions with no matching record on the BRF or RHF. They should not be used to record receipts of DLR (7_cog) items for DTO or USID C and M DLR stock. DLR items will be processed by establishing a BRF record and processing a receipt. Receipts processed using the Stock Fund Transaction Adjustment Record Function will affect only requisition and financial files, and extreme care must be exercised to prevent additional processing errors. Instructions for processing receipts using the Suspense File Stock Fund Transaction Adjustment Record Function are provided in the SUADPS-RT Support Procedures, Volume III, Chapter 4. Each receipt record processed will generate an offsetting gain or loss based on the expenditure indicator assigned. Therefore, the net effect on the Financial Inventory Report will always be zero.

a. Stock Receipts (Unmatched or Partially Matched Expenditures).

(1) Material Received. When research and inventory indicate that stock material was actually received and not reported, the receipt must be processed to update DFAS and SUADPS-RT files. The suspense file record should be deleted and the receipt should be recorded using the SUADPS-RT Receipt Processing Function with an appropriate override code. If a corresponding inventory gain has been processed previously for the item, an inventory gain reversal must be processed to maintain the validity of the BMF on hand quantity.

(2) Material Lost in Shipment (Unmatched or Partially Matched Expenditure). When research indicates the material was ordered and shipped by the activity initiating the expenditure but was not received by the SAC 207 activity, the suspense file record will be deleted. The receipt for the lost material will be recorded using the SUADPS-RT Receipt Processing Function with the appropriate override code. Immediately after processing the receipt, a loss by inventory or survey adjustment record will be processed to adjust the BMF quantity. When a survey is required, receipt and survey adjustment processing will be delayed until the approved DD Form 200 is received. This procedure will ensure that the Material Transaction Ledger reflects a history of the transactions and that the inventory loss or survey is reflected in the proper FIR code.

(3) Material Receipt Reported with Erroneous Price (Partially Matched Expenditure). Receipts previously reported at the wrong price (less than the receipt document and BMF) will be processed using the Suspense File Stock Fund Transaction Adjustment Records Function with an expenditure indicator of 2 (price adjustment). The loss by price adjustment will offset the gain by price adjustment created when the receipt was originally processed.

b. DTO Receipts. Using the Suspense File Stock Fund Transaction Adjustment Records Function, DTO receipts must be processed carefully to prevent recording erroneous expenditures or credits to the activity's OPTAR funds. Careful processing will also ensure that offsetting gains or losses are reflected in the proper FIR code. Each receipt to be processed must be validated against a previous action so that errors are not compounded.

(1) Material Received (Partially Matched or Unmatched Expenditure). When research indicates that material not previously reported was received by the customer, the Suspense File Stock Fund Transaction Adjustment Record Function will be processed using an expenditure indicator of 4 (DTO expenditure). This will result in a charge to the appropriate OPTAR of the SAC 207 activity.

(2) Material Lost in Shipment (Partially Matched or Unmatched). When research indicates that material was ordered and shipped but never received, the loss will be absorbed by the NWCF. The Suspense File Stock Fund Transaction Adjustment Record Function will be processed using an expenditure indicator of 1 or 3.

(3) Receipts Reported with Erroneous Unit Prices. These are material receipts reported to DFAS with incorrect unit prices (i.e., less than the receipt document and related expenditure record). Financial personnel must remember that SUADPS-RT creates the expenditure for DTO material at the BMF price and not the receipt price (exceptions are receipt transactions with LICNs and transactions where the estimated price indicator or an MCC of A is set on the BMF record). The original receipt and OPTAR history file records must be reviewed to determine whether an expenditure indicator of 2 (price adjustment) or 4 (DTO expenditure) is to be used.

9550 PROCESSING PROCEDURES FOR UNMATCHED RECEIPTS

1. **GENERAL.** Each Unmatched Receipt Reconciliation Detail Listing (URRDL) will be compared to the listing for the previous month to eliminate duplication of effort and identify records that may require a review of previous or additional follow-up actions. DFAS listings may not reflect previous actions due to time frames in the processing cycle and delays in receiving a response to a challenged expenditure. The listing will be annotated with the previous actions taken and the dates accomplished.
2. **VERIFY RECEIPT DATA.** The original receipt document will be obtained from the Stock Control History File. The receipt will be verified to ensure that it was reported correctly (e.g., document number, quantity, and unit price). Errors discovered in receipts reported to DFAS will be corrected by reversing the original receipt and processing the receipt correctly. They may also be corrected by processing a Unmatched Stock Fund Transaction Adjustment (DI X77) if the BRF record has been retired to the history file. The listing will be annotated Verified Correct or Receipt Correction Required for Quantity, Money Value, or both. Corrections will be processed in SUADPS-RT using the procedures described in par. 9551. Receipts verified to be correct will only require further action when material with a value greater than \$1,000.00 is received from a Navy activity (Caption A). These receipts require that a request for summary (NAVCOMPT Form 168) be prepared and submitted in accordance with par. 9553.
3. **COMPARISON TO UNMATCHED EXPENDITURES.** Receipts verified to have been reported correctly should be compared to the NIIN Sequence UERDL for a possible match to a garbled document number. During the comparison, Caption G (open purchase unmatched receipts) should also be compared to Caption H (partially matched expenditures) to identify multiple receipts that were combined and paid under a single document number. When either condition is identified, the listing will be annotated "Match with Document Number _____ on the C&H Listing". A letter to DFAS will be prepared requesting that expenditure and receipt records be matched.
4. **COMPARISON TO SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LISTINGS.** When requisitions are submitted citing End-use fund codes when they should have cited SAC 207 fund codes, the issuing activity will direct charge the applicable OPTAR rather than the NWCF. This direct charge to the OPTAR will appear on the SFOEDL as an unmatched expenditure. When this occurs, the unmatched expenditure on the SFOEDL should be challenged, which will result in a bill-back to the SAC 207 account. The expenditure generated by the bill-back will be matched by DFAS to the previously reported receipt. The URRDL should be annotated SFOEDL Unmatched Expenditure.

9551 CORRECTING RECEIPTS REPORTED ERRONEOUSLY

1. **GENERAL.** Unmatched receipts that were reported to DFAS incorrectly will be corrected by processing a receipt reversal and then reprocessing the receipt (DI X71 or X73) correctly. If the applicable basic requisition file record has been retired to the Requisition History File, the correction may be accomplished by processing a Stock Fund Transaction Adjustment Record (DI X77). Regardless of the function used, financial personnel must ensure that the BMF on hand is corrected; that OPTAR funds are charged or credited properly; and that the receipt and other adjustments are reported in the proper FIR codes.

2. **STOCK RECEIPTS.** When processing corrections to stock receipts, personnel must consider the impact on the BMF as well as on financial records. A spot inventory and an audit of the Material Transaction Ledger (MTL) and of inventory adjustment reports will determine the action required to properly correct the receipt transaction and the BMF record. Corrections to stock receipts will be made as follows:

a. **No Material Received - Record on BRF.** The Material Transaction Ledger and/or inventory adjustments reports (or both) will be reviewed to determine if the erroneous receipt was offset by an inventory loss or survey. The inventory loss or survey will be reversed prior to processing the receipt reversal. The spot inventory count will be processed and adjustments will be researched and recorded.

b. **No Material Received - Record on RHF.** The Material Transaction Ledger and/or inventory adjustment reports will be reviewed to determine if the erroneous receipt has been offset by an inventory loss or survey. The spot inventory count will be processed and adjustments will be researched and recorded. A credit receipt will be processed using a DI X77 with an expenditure indicator of 1 or 3 to offset any inventory loss or survey previously processed.

c. **Receipt Reported with Incorrect Quantity - Record on BRF.** The Material Transaction Ledger and/or inventory adjustment reports will be reviewed to determine if an inventory adjustment or survey has been processed for the erroneous quantity. If so, the inventory loss or survey will be reversed. The original receipt will be reversed and then reprocessed with the correct quantity. The spot inventory count will be processed and adjustments will be researched and recorded.

d. **Receipt Reported with Incorrect Quantity - Record on RHF.** The Material Transaction Ledger and/or inventory adjustment reports will be reviewed to determine if an inventory adjustment or survey has been processed for the erroneous quantity. The spot inventory count will be processed and adjustments will be researched and recorded. A credit receipt will be processed using a DI X77 with an expenditure indicator of 1 or 3 to offset the inventory loss or survey.

e. **Receipt Reported With Incorrect Unit Price - Record on BRF.** The original receipt will be reversed and the receipt reprocessed using the correct unit price. To process properly, the BMF unit price must match at the time receipt was originally processed. Change notice action will be used before and after receipt processing.

f. Receipt Reported With Incorrect Unit Price - Record on RHF. A credit receipt will be processed using a DI X77 with an expenditure indicator of 2.

3. DIRECT TURNOVER RECEIPTS. When processing corrections for DTO receipts, financial personnel must exercise extreme care to prevent erroneous credits to the applicable operating target. SUADPS-RT generates DTO receipt expenditures using the receipt quantity and the unit price from the BMF. Prior to processing DTO receipt reversals, it will be necessary to verify the BMF unit price. If necessary, a change notice action should be processed to set the BMF price to what it was when the receipt originally processed. Corrections to DTO receipts will be made as follows:

a. No Material Received - Record on BRF. The receipt will be reversed ensuring that the BMF unit price is the same as at the time the receipt was originally processed. The BRF status will be reviewed to determine if the record should remain outstanding or should be canceled. A local change notice action should be processed to set the BMF price to the current price, if necessary.

b. No Material Received - Record on RHF. A credit receipt will be processed using a DI X77 with an Expenditure Indicator of 4. The RHF record will be reviewed to determine if the BRF record should be reestablished for Material Outstanding.

c. Receipt Reported with Incorrect Quantity - Record on BRF. The receipt will be reversed ensuring that the BMF unit price is the same as it was when the receipt originally processed. The receipt will be reprocessed with the correct quantity. If necessary, a change notice will be processed to reset BMF to current unit price.

d. Receipt Reported With Incorrect Quantity - Record on RHF. A credit receipt will be processed for the erroneous quantity and money value using a DI X77 with an Expenditure Indicator of 4.

e. Receipt Reported with Incorrect Unit Price - Record on BRF. The receipt will be reversed ensuring that the BMF unit price is the same as it was when the receipt originally processed. If necessary, a change notice will be processed to change the unit price back to what it was. The receipt will be reprocessed with the correct quantity and unit price. If necessary, a change notice will be processed to reestablish the current unit price on the BMF.

f. Receipt Reported with Incorrect Unit Price - Record on RHF. A credit receipt will be processed for the erroneous money value using a DI X77 with an Expenditure Indicator of 2 (standard price adjustment).

9552 PROCESSING THE LISTING OF NAVSUP FORM 1162 RECORDS

1. GENERAL. The Listing of NAVSUP Form 1162 Records by Issuing Activity is forwarded to SAC 207 activities each month. This occurs if DFAS has any charges that were rejected or incorrectly processed for that activity. The transactions appearing on the Listing of NAVSUP Form 1162 Records will also appear on the Unmatched Listing for Captions C&H and will be identified by 290 in the stock number column. Two types of transactions will appear on this listing as follows:

a. Expenditures reported by the SAC 207 activity on the Monthly NAVCOMPT Form 2074 Report of Charges that are subsequently rejected by the end-use activity on a SFOEDL. The UIC of the end-use activity will be in the document number field.

b. Expenditures rejected by the SAC 207 activity (or a USID T supported unit) when processing the SFOEDL as improper charges to the OPTAR (i.e., should have been processed through SAC 207). DFAS will reverse the transaction by crediting the appropriate OPTAR (by means of the SFOEDL) and charging the NWCF. This type of transaction will not appear if the SAC 207 activity reported a receipt in a previous financial inventory return. When these transactions occur, the UIC of the SAC 207 activity or a supported unit will appear in the document number field. A single-line entry will be shown for each transaction on this listing. The reason the transaction was rejected will be shown by a code cc 7 of the NAVSUP Form 1162 record as follows:

Code	Rejection Code Criteria
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- | | |
|---|---|
| 1 | Duplicate charge; no duplicate shipment or supply status indicating additional shipment received. |
| 2 | Material not requisitioned; material not received. |
| 3 | Confirmed cancellation received; material not received. |
| 4 | Wrong price compared with receipt document or FEDLOG. |
| 5 | Erroneous charge; correct accounting classification is not known or is not applicable to DFAS. |

2. RECONCILIATION. Rejected expenditures appear on the Listing of NAVSUP Form 1162 Records by Issuing Activity. Financial personnel at SAC 207 activities are required to take corrective action by processing a stock fund transaction adjustment record (DI X77) for each transaction. The action taken will be annotated on the listing and it will be retained by the activity for at least one year. The procedures for processing this listing are divided into the two categories as follows:

- a. Expenditures Rejected by an End-use Ship or an End-use Supported Squadron.

(1) Expenditures Rejected Erroneously. If research of the Stock Control History File produces a copy of the issue document to substantiate the charge, the activity will process a NWCF stock fund adjustment record (expenditure indicator of 5). When the record is processed, it will automatically report a receipt in financial inventory returns and build an internal issue to end-use (DI X34) to re-bill the end-use ship on the NAVCOMPT Form 2074 Report of Charges. Also, a Financial Detailed Record (NAVSUP Form 1162) with 77777 in cc 3-7 will be included on the financial tape sent to DFAS. This informs DFAS that the transaction is a bill-back. Supporting documentation (e.g., copy of issue document, proof of shipment and/or delivery) will be included with the SAC 207 returns submitted to DFAS.

(2) Expenditures Rejected Properly. If research does not produce supporting documentation to substantiate the charge, the SAC 207 activity will prepare a NWCF adjustment record (Expenditure Indicator of 6). When the record is processed, it will automatically report a receipt in the Financial Inventory Report and build an internal loss by survey (DI X43) to expend the value of the material.

b. Expenditures on the SFOEDL Rejected by the SAC 207 Activity or by a SAC 207 Supported Unit as Charges That Should Be Against the NWCF.

(1) Incorrect Fund Code. SAC 207 activities and supported units should requisition and receive all stock material using the appropriate SAC 207 fund code. When documents are submitted to a supply source with an end-use fund code, they are charged directly to the activity's OPTAR and will appear on its SFOEDL as unmatched expenditures.

(2) Unmatched and Partially Matched Transactions. The transactions that appear on the listing bearing the UIC of the SAC 207 activity or of a supported unit will be cleared by processing a receipt transaction via SUADPS-RT to match the bill-back expenditure record. If a receipt was processed subsequent to DFAS's report month, no further action is required.

9553 PREPARATION OF CHALLENGE DOCUMENTS

1. GENERAL. Unmatched/partially matched transactions that cannot be identified or are otherwise considered incorrect will be challenged by the SAC 207 activity using one of the methods described in the following subparagraphs. When the challenge is based on quantity or unit-price discrepancies, a copy of the applicable receipt document will be included.

a. Caption C unmatched or partially matched summary invoices and Caption 1 receipts will be challenged by submitting a NAVCOMPT Form 168 to the activity reporting the expenditure or the issuing activity. The issuing activity will provide either proof of shipment, a credit summary, or take action which will cause a credit summary for ICP owned material.

b. Caption H unmatched or partially matched expenditures will be challenged by forwarding a letter to the appropriate DFAS. The letter will include all pertinent information concerning the reasons the expenditure is considered invalid. DFAS will review the original expenditure records and request credit or proof of shipment when appropriate from the activity generating the expenditure. If credit or proof of shipment is not provided, the SAC 207 activity will request adjustment of the expenditure in accordance with par. 9548-10.

2. PREPARATION OF THE NAVCOMPT FORM 168. The NAVCOMPT Form 168 will be prepared in an original and four copies as follows (see sample on following page):

<u>Caption</u>	<u>Entry</u>
From	The UIC, activity name, hull number, and mailing address of the SAC 207 activity will be entered.
To	The UIC, activity name, and address of the activity generating the expenditure or from which the material was received will be entered.
Date	The date the NAVCOMPT Form 168 was prepared.
Request No.	An eleven-digit number consisting of the activity's routing identifier, Julian date, and a four-position serial number will be entered.
Stores Account	NSA 51000 will be entered.
Point of Contact	The name of the financial supervisor or other individual familiar with the expenditure/receipt transaction being challenged will be entered.
Telephone No.	A telephone number at which the point of contact can be reached.
Signature	The NAVCOMPT Form 168 will be signed by the financial manager designated by the Supply Officer to supervise SAC 207 financial records. An X or check mark will be placed in the appropriate block.
Document Number	The document number from the expenditure/receipt document will be entered.
Julian Date	The receipt or current Julian date will be entered.
Stock Number	The NSN cited on the expenditure/receipt document will be entered.
Cog	The cognizance symbol cited on the expenditure/receipt document.
Quantity	The quantity from the unmatched expenditure record on the Unmatched Listing for Captions C&H or the quantity actually received/invoiced will be entered.
Unmatched Dollar Amount	The money value from the Unmatched Listing for Captions C&H or A&G will be entered.

3. DISTRIBUTION OF THE NAVCOMPT FORM 168. The NAVCOMPT Form 168 will be distributed as follows:

Original and one copy	Submitted to the activity entered in the To block.
Copy	Provided to DFAS with the next SAC 207 financial inventory returns.
Copy	Submitted to the Type Commander if required.
Copy	Retained by the SAC 207 activity and filed in request number sequence in the SAC 207 Challenge File.

SAMPLE NAVCOMPT FORM 168

REQUEST FOR INFORMATION ON MATERIAL RECEIPT / EXPENDITURE DOCUMENTS (7343) NAVCOMPT FORM 168 (REV. 3-84)									
FROM: R04648 USS SAMUEL GOMPERS (AD 37) FPO SAN FRANCISCO, CA 96641							DATE 17 July 1997		
TO: N00228 FLEET AND INDUSTRIAL SUPPLY CENTER SAN DIEGO, CA 92132							REQUEST NO R6F71980001		
NOTE: CHECK ONE OF THE BELOW LISTED DOCUMENT STATUS AND ACTION REQUIRED ITEMS. (SUBMIT A SEPARATE FORM FOR EACH ACTION)							STORES ACCOUNT NSA 51000		
							POINT OF CONTACT LT R. A. TANNAHILL, SC, USN		
							TELEPHONE NO. (619) 696-6666		
<input type="checkbox"/> MATERIAL RECEIVED, FURNISH SUMMARY INVOICE(S) (FOR CAB MATERIAL, THE RIC IS LISTED BELOW) <input checked="" type="checkbox"/> MATERIAL NOT RECEIVED, FURNISH PROOF OF DELIVERY OR CREDIT SUMMARY, (FOR CAB MATERIAL TAKE THE NECESSARY ACTION TO PRODUCE A CREDIT FROM THE ICP.) <input type="checkbox"/> OTHER (DESCRIBE)							SIGNATURE R.A. Tannahill R.A. TANNAHILL		
DOCUMENT NUMBER	JUL. DATE	STOCK NUMBER	COG	QUANTITY		UNMATCHED DOLLAR AMOUNT	RIC TIR	OTHER EXPLANATION	ACTION BY ADDRESSEE
				SUMM.	REC'D				
R0464872277284	7342	4820004377970	9G	3	0	3780.00			
S/N 0104-LF-700-2200									
* U.S. GOVERNMENT PRINTING OFFICE									

4. PROOF OF SHIPMENT OR DELIVERY PROVIDED. When the issuing activity provides proof of shipment or delivery (i.e., a copy of the original shipping document or other documentation) for material not received, the SAC 207 activity will process a receipt in the manner prescribed for material lost in shipment.

5. FOLLOW-UP ON PENDING NAVCOMPT FORM 168. At least once each month, the file of pending NAVCOMPT 168 forms will be reviewed for overaged requests in accordance with TYCOM policy. A copy of each overaged NAVCOMPT Form 168 will be stamped Follow-up and sent to DFAS for follow-up action. When credit or proof of shipment has not been received after one year, the SAC 207 activity will request that DFAS adjust the record as described in paragraph 3059-12.

9554 NAVCOMPT FORM 168 RECEIVED FROM OTHER SUPPLY OFFICERS

1. GENERAL. Periodically, SAC 207 activities will receive a Request for Information on Material Receipt/Expenditure Documents (NAVCOMPT Form 168) from OSO accountable activities (FISC, other SAC 207 activities, or the ship's store). These NAVCOMPT 168 forms are received for one of the following reasons:

a. Furnish summary invoices for material covered by receipt invoices for offloads or transfers of material by the SAC 207 activity. This material was transferred to a FISC or another SAC 207 activity but was not reported as an OSO transfer in financial inventory returns.

b. Furnish proof of delivery or summarize credit for material covered by summary invoices for OSO transfers reported on financial inventory returns by the SAC 207 activity. This transaction was accomplished but the FISC or SAC 207 activity did not receive (or received only a partial quantity of) the amount summarized.

c. The summary invoices contain erroneous charges as explained in the Other Explanation field. The amount summarized on the OSO Transfer Report does not agree with the receipt amount reported by OSO receiving activities or ships.

2. ACTION BY SAC 207 ACTIVITIES. Upon receipt of the NAVCOMPT Form 168 from either a FISC or from other OSO accountable activities, corrective action should be taken as soon as possible. The type of action required will be as follows:

a. Requesting Summary Invoices for Material Received. A spot inventory should be prepared to check locations if the activity is requesting a summary invoice for material received, and research of the OSO Transfer Report History File indicates that the material was offloaded but the DI MRE OSO transfer document was not processed. Based on spot inventory and BMF quantities, an MRE OSO Transfer (DI X37) or OSO Transfer Adjustment (DI X39) should be processed. The OSO Transfer (DI X37) will be used when it is determined that the BMF on-hand quantity must be adjusted. The OSO Transfer Adjustment (DI X39) will be used when the BMF is correct.

b. Requesting Proof of Shipment or Credit Summary. A DD Form 1348-1 will be attached to the NAVCOMPT Form 168 as proof of shipment if the activity is requesting proof of shipment or credit summary invoices for material not received, and research of the Stock Control History File produces a DD Form 1348-1 (or other document) that indicates the material was shipped. If research of the Stock Control History File does not produce a proof of shipment document, it may be necessary to process an OSO transfer adjustment credit as discussed in subparagraph 3 below.

c. Erroneous Charges. If the activity is requesting a debit or credit summary because of erroneous charges as indicated in the Other Explanation Field, an OSO transfer adjustment may be necessary based on research of the Stock Control History File.

3. **OSO TRANSFER ADJUSTMENT (DI X39).** The OSO Transfer Adjustment Function will be used to process adjustments in money value as a result of differences between material invoiced by the activity and material received by the FISC. Normally, the FISC will report differences on a NAVCOMPT Form 168 and request that the transferring activity provide a debit or credit summary for each line item for which a mismatch has occurred. Processing of the DI X39 will cause the internal generation of a DI X37 OSO transfer debit or credit, as applicable, and either a DI X13 (inventory) or a DI X43 (survey) as specified by the user. The outputs will be written to the Financial Holding File which will be used to effect the debit or credit summary in the monthly financial reports. No change will be made to the BMF on-hand quantity as a result of processing an OSO transfer adjustment (DI X39). The unmatched conditions and the actions to be taken to correct these conditions are as follows:

a. **Material Received - No Summary.** If the NAVCOMPT Form 168 states that material has been received and no summary has processed, an OSO transfer adjustment (DI X39) debit will be prepared to effect the summary. An offsetting inventory gain will be internally generated by the computer to maintain shipboard financial records with no change in the BMF's on-hand balance.

b. **Summary Received - No Material.** If the NAVCOMPT Form 168 states that the summary has been received and no material has been turned in, an OSO transfer adjustment (DI X39) credit will be prepared. An offsetting inventory loss or survey will be internally generated by the computer to offset the credit summary with no change in on-hand balance.

INDEX TO AFLOAT SUPPLY

Subjects in this index are listed by their full title. Refer to the glossary for acronyms and definitions of terms not listed in this index. The Glossary and all Appendices listed herein are contained in the NAVSUP P-485, Volume II.

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